

# Microsoft PowerPoint Introduction

2002 / 2003 / 2007

Duration: 1 Day



## Who Should Attend / Target Audience

This course has been developed for people wanting to use PowerPoint to produce presentation materials for seminars, training sessions, presentations or workshops.

## Prerequisites

Participants will need to be familiar with the Windows Operating System and basic Windows techniques such as opening, closing and saving files.

## Learning Outcomes

- Create a PowerPoint presentation
- Add objects to a slide
- Add transitions and animation effects to slides
- Print notes and handouts

## Course Content

Version: 18/12/09

### Toolbars

ScreenTips  
Display, Hide & Manipulate Toolbars  
Moving, Sizing and Closing

### Starting a Presentation

The Title Slide  
Typing the Title Text  
Typing a Subtitle  
Changing Font Size  
Saving a Presentation

### Spacing

Creating a Two Column Text Slide  
Typing the Slide's Content

### Text and ClipArt

Inserting ClipArt  
Sizing and Moving  
The Last Slide  
Deleting an Object  
Inserting a Picture

### Design Templates

Printing Slides  
The AutoContent Wizard

### Viewing Slides

Different Views  
Editing Text in Normal View  
Rearranging and Duplicating  
Typing a Note

### Spelling

### Design Templates

Applying a Template  
Slide Shows

### Object and Text Editing

Moving and Sizing Objects  
Adding a Slide  
Adding Text to the Slide

### Adding Objects

Adding an AutoShape  
Typing Text into the Object  
Changing the Fill Color & Textured Fill  
Object Rotation and Placement  
Font Colour

### Adjusting Objects

Drawing a Callout Shape  
The Adjustment Handle  
Adding Other Objects  
Adjustment Examples

### Formatting Techniques

Format Painter  
Embossed Text

### Object Formatting

Object Shadows and Settings

### Changing AutoShapes

### Connecting Lines

Adjusting the Connector  
Grouping and Selecting Objects

### Text Editing

Selecting the Text Object  
Choosing a Bullet  
Paragraph Spacing

### Indents

### Copying and Pasting Text

Copying Text  
Pasting Text  
Converting a Paragraph  
Promoting/Demoting Text

### Normal View

The Outlining Toolbar  
Moving Text between Slides  
Deleting a Slide  
Adding a slide in the Outline Pane

### ClipArt

Accessing Clips  
Locating a Picture  
Inserting, Sizing and Moving a Picture  
The Picture Toolbar  
Clip Colour  
Cropping a Picture  
Picture Borders  
More Lines

### Searching ClipArt

### Inserting a Photograph

### WordArt

Editing the Text  
The WordArt Toolbar  
The Adjustment Handle

### Slide Shows

Running a Slide Show  
Timing, Transitions and Speed

### Animations

### Printing

Notes, Handouts, Outline

Next Level Course: MS PowerPoint Advanced

Availability:  In House  Closed Group  Public

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