

# MICROSOFT POWERPOINT INTRODUCTION

Produce presentation materials for seminars,  
training sessions, meetings and workshops.

By 



## Prerequisites

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

## Expected outcomes

- Create a PowerPoint presentation
- Add and modify text, shapes and pictures
- View the slide show and add transitions and basic animation effects to slides
- Print slides, notes and handouts

## Who should attend

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

## Starting PowerPoint

- The PowerPoint screen
- Navigating the PowerPoint interface
- The Quick Access toolbar

## Creating a presentation

- Adding text to a placeholder
- Changing font size
- Adding a slide
- Paragraph Spacing
- Changing slide layouts
- Navigating a presentation
- Saving a presentation
- Inserting clip art
- Sizing the picture
- Moving the picture
- Rotating the picture
- Design themes

## Using the other views

- View buttons
- Normal view
- Using the zoom tools
- Slide sorter view
- Rearranging, duplicating and deleting slides
- Notes page view
- Adding notes
- Viewing the slide show

## Editing text

- Moving and sizing text placeholders
- Formatting text
- Adding extra text boxes
- Bullets and Numbering
- Customise Bullets and Indents
- Spelling

## Using shapes

- Adding a drawing shape
- Changing the colour
- Typing text into the shape
- Shape effects
- Shape styles
- Object placement
- Shape adjustment handles
- Formatting techniques
- Connecting lines
- Grouping shapes

## Using outline view

- Demoting and promoting text
- Adding text using outline view
- Promoting and demoting text in outline view
- Rearrange text in an outline
- Add and delete text in outline view

## Using pictures

- Inserting pictures from a file
- Formatting pictures
- Removing a background
- Compressing pictures
- Cropping pictures

## Inserting a photo album

- Creating a photo album
- Add photo captions
- Applying a theme to your album

## Slide shows

- Viewing a slide show
- Timing and transitions
- Adding animation
- the animation pane
- Changing animation effects
- Changing animation timing
- Reorder animation sequence

## Printing

- Printing options
- Controlling print colours
- Printing notes pages
- Printing handouts
- Printing the outline
- Create PDF

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.