

# MICROSOFT POWERPOINT INTRODUCTION

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



## 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
- PowerPoint interface
- Quick Access Toolbar

## Creating a presentation

- add text to a placeholder
- change the font size
- add a slide
- paragraph spacing
- change slide layouts
- navigate a presentation
- save a presentation
- insert clip art
- size, move and rotate pictures
- design themes

## Using the other views

- view buttons
- normal, notes page and slide sorter views
- using the zoom tools
- rearrange, duplicate and delete slides
- add notes
- view the slide show

## Editing text

- move and size text placeholders
- format text
- add extra text boxes
- bullets and numbering
- customise bullets and indents
- spelling

## Using shapes

- add drawing shape
- change the colour
- type text into the shape
- shape effects and styles
- object placement
- shape adjustment handles
- formatting techniques
- connecting lines
- group shapes

## Using outline view

- demote and promote text
- add text using outline view
- promote and demote text in outline view
- rearrange text in an outline
- add and delete text in outline view

## Using pictures

- insert pictures from a file
- format pictures
- remove a background
- compress pictures
- crop pictures

## Inserting a photo album

- create a photo album
- add photo captions
- apply a theme to your album

## Slide shows

- view a slide show
- timing and transitions
- add animation
- the animation pane
- change animation effects and timing
- reorder animation sequence

## Printing

- print options
- control print colours
- print notes pages, handouts and 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.