

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
- ribbon
- 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 objects

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 caption
- 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.