

This hands-on course is suitable for users who need to gain a good working knowledge of PowerPoint. Through practical exercises delegates will master the core skills required to generate text slides incorporating clipart, organisation charts and graphs

**Pre-requisites**

To fully benefit from this course, attendees are expected to be familiar with Windows and use of the mouse. Knowledge of a previous graphics package would be useful, although not essential.

**Who Would Benefit**

New or inexperienced users of PowerPoint, those upgrading from a previous version of PowerPoint or migration from another graphics package

**Objectives**

On completion of the course, delegates will be able to:

- Create professional presentations using the AutoContent Wizard
- Create presentations incorporating text, clipart, organisation charts and graphs
- Confidently use PowerPoint's drawing objects
- Produce consistently formatted presentations using templates and masters
- Create and run a slide show
- Print their presentations

**Course size:** Maximum 6 delegates

**Duration:** One day

**Course Content****Exploring PowerPoint**

Starting PowerPoint · Creating a Blank Presentation · Auto Layouts · Using PowerPoint Windows · Exiting PowerPoint

**Getting Help**

Using the Office Assistant · Using Online Help

**Basic Presentation Skills**

Adding Text into a Presentation · Saving, Closing and Opening a Presentation · Adding a New Slide · Creating a New Presentation · Choosing a Design Template · Navigating Slides · Switching Views · Using Normal View · Changing the Magnification · Changing the Slide Layout · Changing the Design Template · Using the AutoContent Wizard

**Using Slide Sorter View**

Selecting Multiple Slides · Moving Slides in Slide Sorter View · Duplicating Slides in Slide Sorter View · Deleting Slides in Slide Sorter View

**Formatting and Editing Text**

Formatting Text · Changing Bullets and Numbers · Using Format Painter · Adding Tab Stops · Moving/Copying Text between Slides

**Drawing Objects**

The Drawing Toolbar · Changing the Fill Colour · Drawing a Line · Formatting Lines · Creating a Text Box · Grouping Objects · Drawing an AutoShape · Rotating a Graphic

**Organization Charts**

Creating an Organization Chart · Adding a Manager, Subordinates · Selecting Multiple Boxes · Rearranging Boxes · Changing Style · Formatting Boxes · Formatting Connecting Lines · Drawing an Auxiliary Line · Changing the Background Colour

**Printing, Sending, and Publishing**

Printing Presentations · Selecting Page Setup Options · Printing Slides · Printing Outlines · Printing Speaker Notes · Printing Handouts

**Enhancing Presentation Text**

Changing the Font and Font Size · Changing Text Alignment · Adding and Removing Bullets · Creating a Numbered List · Modifying Paragraph Spacing

**Using Spelling Checker**

Checking Spelling as You Type · Running the Spelling Checker · Finding and Replacing Text ·

**The Slide Master**

Using the Slide Master · Formatting the Slide Master · Adding Placeholder Information · Changing a Font for a Presentation

**Customising Presentations**

Applying a Colour Scheme · Customising a Colour Scheme · Applying a Scheme to All Slides · Customising the Slide Background · Creating a Template · Applying an Existing Template

**Graphic Images and Tables**

Adding Clipart · Using Clip Art Keywords · Inserting a Picture · Cropping a Picture · Moving a Graphic · Resizing a Graphic · Formatting a Graphic · Recolouring Clip Art Images ·

**Adding Special Effects**

Selecting Preset Animation Effects · Adding Custom Animation Options · Setting Animation Timing · Animating a Chart · Inserting Sounds and Video · Changing Multimedia Settings · Inserting Animated GIF's

**Using Slide Show View**

Running a Slide Show · Navigating a Slide Show · Setting Slide Transitions

**Using Tables, Basic Charts/Graphs**

Creating a Table · Inserting a Table · Entering Data into Table Cells · Using Table AutoFormat · Adjusting Table Cells · Selecting Rows and Columns · Inserting Rows and Columns · Creating a Chart · Deleting Data from the Datasheet · Entering Data into the Datasheet · Changing the Chart Type · Chart Options/Formatting · Exploding a Pie Chart