
Delivery Method: Instructor-led Classroom Learning

Duration: 1.00 Day(s)

Pre-requisite(s)

A basic understanding of computers, such as basic mouse and keyboard operations, point and click, double-click operations.

Overview:

Students will learn the skills necessary to begin effectively creating simple presentations in Microsoft PowerPoint.

Outline:

Introduction to PowerPoint	Opening a Presentation Exploring the PowerPoint window Exploring Different PowerPoint Views
Beginning a Presentation	Planning a Presentation Using Presentation Wizards Creating a new slide Modifying slide text Checking spelling
Clip Art, Pictures and Drawing Tools	Inserting Clip Art/Pictures Manipulating an Image Moving and Copying Images Adding Lines and Shapes to a Presentation
Formatting a Presentation	Text Appearance Find and Replace Headers and Footers
Working with Bullets	Adding and Removing Bullets Promoting and Demoting Text Customising Bullets
Slide Masters	Viewing the Slide Master Adding Items to the Slide Master Hiding Background Objects
Speakers Notes	Adding Speakers Notes
Printing	Printing Slides Printing Handouts Printing Speakers Notes
Automating the Presentation	Using Animation Schemes Applying Transitions

Next Steps:

Intermediate PowerPoint 2003/2007

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