

Introduction

PREREQUISITES

A working knowledge of Windows is required, or our Introduction to MS Windows course. No experience of MS PowerPoint is required.

BENEFITS

3.Offic

At the end of this course you will have a good working knowledge of PowerPoint basics.

- You will feel more confident using PowerPoint and be able to create a presentation from scratch.
- You will learn how to:
- Improve the format of your text
- Get to grips with importing and manipulating graphics
- Use the PowerPoint drawing tools, the chart and table design tools to make your presentation much more visually stimulating.
- Make modifications to your presentation before you learn how PowerPoint is used in a live presentation.

COURSE CONTENT

THE RIBBON

- The Ribbon
- Tabs
- Groups
- Commands

THE QUICK ACCESS TOOLBAR

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

THE FILE TAB

- Introduction to the File Tab
- Opening a Presentation
- New Presentations and Presentation Templates
- Getting Help

SI IDES

- Adding New Slides
- Editing Slides
- Changing Layout
- Custom Slide Layouts

VIEWS AVAILABLE

- Slide
- Slide Master
- Slide Sorter
- Outline
- Notes

INSERTING IMAGES- PHOTOS, VIDEOS, AUDIO FILES

- Adding Images to a Slide
- Inserting a Picture
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Rotating and Resizing an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes

THEMES

- Change theme colours
- Change theme fonts
- Select a set of theme effects
- Save a theme



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Microsoft PowerPoint

Introduction

COURSE CONTENT (Contd.)

HEADERS AND FOOTERS

WORKING WITH TABLES AND CHARTS

- Inserting a Table
- Formatting Tables
- Using Tables from Other Microsoft Office Applications
- Inserting a Chart
- Formatting a Chart
- Using Charts from Other Microsoft Office Applications
- Change the data in an existing chart
- Use charts and graphs in your presentation
- Add a chart to a presentation
- Add alternative text to a shape, picture, chart, table, SmartArt graphic, or other object
- Insert a linked Excel chart in PowerPoint

SMARTART

- Create a SmartArt graphic and add text
- Add or shapes in your SmartArt graphic
- Change the colours of an entire SmartArt graphic

ANIMATIONS

- Introduction to adding animations and transitions
- Animate text, charts, and shapes
- Apply an animation to all of your slides
- Add a transition between slides



SLIDE SHOW PRESENTING OPTIONS

- Accessing Different Views of a Presentation
- Organizing a Presentation in Sections
- Adding Speaker Notes
- Running a Slide Show
- Printing a Presentation

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