Microsoft PowerPoint

Introduction

PREREQUISITES

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

BENEFITS

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

SLIDES

- 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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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