Getting Started with Microsoft Power Point

Duration: 15 hour(s)

Level: Beginner

Target Audience   The target audience will be new Ms Power Point users who find themselves for the first time using the application or have learn by themselves some basic features of Microsoft Power Point

Prerequisites   Basic knowledge of the use of a computer as well as the mouse and the keyboard.

About this course

This course is designed to enable you to start using Microsoft Power Point at a convenient level and also to prepare professional presentation right at the start.

Course Content

Part1: Getting Started

- The Power Point Window
- Getting Help

Part2: New Presentations
- Creating New Presentations
- Saving presentations
- Rearranging and deleting slides
- Using slides from other presentations

Part3: Formatting slides
- Text Formatting
- Modifying text
- Paragraph formatting

Part4: Drawing objects
- Shapes
- Modifying objects
- Text in objects

Part5: Graphics
- WordArt
- Pictures
- ClipArt

Part6: Tables and charts
- Tables
- Charts

- Diagrams

Part7: Modifying presentations
- Templates and themes
- Slide masters
- Transitions and timings
- Speaker notes
- Setting up slide shows

Part8: Proofing and delivering presentations
- Proofing presentations
- Running presentations
- Printing presentations