

Microsoft PowerPoint

Overview

This one day course will equip delegates with the skills to design a presentation from scratch and implement Microsoft PowerPoint into their working role or personal life. Below is an overview of the topics that are covered.

Course Content

- Navigating between PowerPoint views;
- Designing Effective Slides & Creating new presentations;
- Entering, moving, copying, selecting, importing, converting & deleting Text;
- Opening a recently used presentation / Switching between open presentations;
- Understanding Objects; Using the Office Clipboard;
- Undoing Incorrect Edits; Redoing and Repeating Edits;
- Reordering the Presentation in Slide Sorter View;
- Formatting and Proofing Tools;
- Formatting & Aligning Text / the Format Painter;
- Changing Paragraph and Line Spacing / Bullets & Numbering;
- Working with Visual Elements;
- Inserting Clip Art / Drawing Objects / Inserting Autoshapes, WordArt, Graphs & Charts;
- Creating an Overall Look;
- Using Presentation Templates & Design Templates;
- Adding Footers;
- On-screen Presentations;
- Setting Up & Delivering a Slide Show;
- Simple Animation Effects / Custom Animation Effects.

Creating Output

- Previewing the Presentation in Black and White / Printing a presentation;
- Creating and Printing Notes Pages;
- Printing Handouts.

Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.