

Microsoft PowerPoint

Introduction

Duration: 1 Day



PREREQUISITES

To ensure your success in this course, you should have end-user skills with any current version of Windows® - including being able to:

- Start & close programs
- Switch between programs
- Locate saved files

LEARNING OUTCOMES

In this course, you will create and deliver an engaging PowerPoint presentation – you will:

- Identify the basic features and functions of PowerPoint
- Develop a PowerPoint presentation
- Add graphical elements
- Deliver your presentation

COURSE CONTENT

Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Use PowerPoint Help

Developing a PowerPoint Presentation

- Create and Save a Presentation
- Edit Text
- Work with Slides
- Design a Presentation

SLIDES

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

VIEWS AVAILABLE

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

Adding and Arranging Graphical Elements

- Insert & Customise Images
- Insert Shapes
- Create & customise SmartArt
- Insert & Customise Icons
- Arrange and Size Objects
- Group/ Ungroup/ Lock Objects

Animate – Transitions & Animations

- Animate objects slides
- Apply slide transitions
- Set timings

Deliver Your Presentation

- Review, Print & Deliver
- Presentations options
- Presenter view

THEMES

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

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PowerPoint Course Outline

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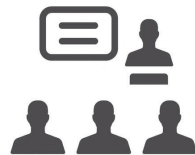


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