

# PowerPoint Introduction

## Course Duration

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1 Day

## Objectives & Expected Outcomes

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To learn how to create and modify existing presentations.

To be able to incorporate drawing objects, pictures, charts, graphs, tables and diagrams within your presentations

To be able to use animations and transitions effectively and professionally

Be able to run a slideshow.

## Pre-Requisites

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Delegates should be familiar with their chosen operating system and using a mouse.

## Subjects

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### Getting Started

The PowerPoint environment | Getting Started | Working in different presentation views | Opening, Closing, Printing and Saving presentations | Using Help features | Using Undo and Redo | PowerPoint Touch

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### Designing and Planning a Presentation

Style guidelines | Avoiding common pitfalls and errors | Design fundamentals

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### Working with Text

Using placeholders | Entering and editing text | Text formatting | Creating text boxes | Controlling AutoFit options | Using Bullets and Numbering | Adding and editing text via the Outline pane

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## Working with Slides

Slide layouts | Changing slide layouts | Adding new slides to a presentation | Reordering slides using the slides pane and the slide sorter | Adding notes to a slide | Adding slides from other presentations | Using Slide Masters | Using multiple Slide Masters | Changing the slide design using templates or themes | Theme Variations | Changing colour schemes | Customizing backgrounds

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## Adding Content to Slides

Creating tables | Formatting tables | Creating charts and graphs | Changing chart types | Creating diagrams | Using Word Art

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## Using Drawing Tools

Creating, resizing, moving, copying and formatting drawing objects | Applying shadows and other effects to drawing objects | Using the Arrange tools on layer objects | Using the Grouping tools to control multiple objects | Combine Shapes | Eye Dropper

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## Working with Images and Pictures

Inserting, resizing, moving, copying and formatting ClipArt pictures | Inserting, resizing, moving, copying and formatting other graphical images | Obtaining Clip Art and other images from the internet

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## Running a Slideshow

Running a simple slideshow | Using Slide Transitions | Animating slides | Using custom animations

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