



Microsoft Powerpoint - Introduction

1 Day

COURSE OVERVIEW

As a new user, with little or no experience of Powerpoint or other presentation packages, the topics covered on this course will empower you with the skills required to design and produce printed presentations and screen shows.

TARGET AUDIENCE

It is assumed only that you have a basic knowledge and understanding of the Windows environment.

COURSE CONTENT

Introducing Powerpoint

The benefits of presentation software, an overview of the graphic capabilities of Powerpoint together with a tour of the screen, menus and tools.

Text

Choosing text layout, entering and editing text, formatting and re-sizing text, Cut, Copy and Paste.

Graphics

Creating and editing different types of graphic object-lines, rectangles, ellipses, arcs etc. Using Clip Art and inserting files from other sources.

Object Manipulation

Using rulers and grids, zooming in and out, aligning and grouping, setting and copying object attributes. Scaling and cropping pictures, rotating and flipping images.

Charts

Creating and formatting different chart types including bar charts, pie charts and organisational charts.

Different Modes

Working in slide view and outline mode to streamline planning.

Printing

Page and print formatting, printing outlines and slides. Adding and presentation notes.

Slide Show

Running your presentations on the computer with special effects.