

Microsoft PowerPoint Foundation Course Outline

- Duration:** 1 Day
- Benefit:** This course is designed to provide attendees with an understanding of PowerPoint. It will benefit anyone wishing to know how to create and modify professional looking presentations.
- Objectives:** On completion of this course, attendees will be able to create a presentation using templates, insert objects and diagrams. Attendees will also be able to format slides as well as create a slide show with accompanying handouts and speaker notes.
- Pre-requisites:** Attendees do not need any previous experience of PowerPoint but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

● The PowerPoint Screen

The PowerPoint interface
Getting help

● Creating a Basic Presentation

Creating new presentations
Saving, closing and opening
Selecting/altering the slide layout
Creating title and bullet slides
Entering and editing text
Formatting text and bullets
Inserting clipart and pictures

● Moving, Copying and Deleting

Cut and paste to move text or slides
Copy and paste to duplicate text or slides
Changing the order of slides
Deleting text, graphics or slides

● Slide Appearance

Applying background colours and colour schemes
Applying design templates
Using the master slides

● Organisational Charts

Creating and modifying organisational charts

● Introduction to Drawing Objects

Drawing and modifying lines/shapes/text boxes
Applying 3D and shadow effects

● Slide Set Up

Sizing slides for different mediums
Changing the slide orientation

● Preparing for Distribution

Adding speaker notes
Adding slide numbers
Proofing slides

● Printing

Printing notes pages and handouts
Printing all or part of the presentation

● Transitions and Animation

Adding slide transitions
Using and changing preset animation

● Delivering a Presentation

Starting a slide show
Navigating slides during a slide show
Hiding slides