

**Duration** 1 day

## Pre Requisites

Delegates should have attended the one-day Windows Introduction or should have attained a similar level of expertise.

## Objectives

The objective of this course is to enable delegates to produce quality presentations quickly and effectively. This is a very practical course and at the end of the course each delegate will have produced an electronic slide show for presentation to the other delegates on the course.

## Other Versions Available

97, 2000, XP, 2003, 2007

## Further Learning

PowerPoint Intermediate  
Presentation Design  
Presentation Skills

## Course Content

- **Getting Started**
  - What is PowerPoint?
  - Starting PowerPoint
  - The Ribbon
  - The Office Button
  - Quick Access Toolbar
  - Adding Commands Not found in the Ribbon
  - Help
  - Creating a New Presentation
  - The Status Bar
  - Views
  - Navigation

- **Creating a Presentation**
  - Creating a New Slide
  - Changing Slide Layout
  - Parts of a Slide
  - Typing in a Placeholder
  - Creating Title & Bullet Slides
  - Moving around a Presentation
  - Undo & Redo
  - Selecting, Moving, Copying & Deleting
  - Saving and Closing a Presentation
  - Changing Slide Order
  - Themes
  - Using Outline View
- **Formatting**
  - Using the Mini Toolbar
  - Formatting using the Home Tab
  - Text Alignment
  - Changing Case
  - Line & Paragraph Spacing
  - Bullets and Numbering
  - Borders and Shading
  - Modifying the Slide Master
- **Tables**
  - Creating a Table
  - Typing and Selecting Text
  - Adjusting Column Widths and Row Heights
  - Text Alignment
  - Formatting a Table
  - Table Style Options
- **ClipArt and Drawings**
  - Inserting ClipArt
  - Inserting a Picture
  - Drawing Shapes
  - Selecting Objects
  - Sizing and Moving Shapes
  - Adding Text to a Shape
  - Using Quick Styles
  - Copying Formatting
  - Rotating and Flipping Objects
  - Using Zoom

Cont...

- **Creating Charts**

- Charting Concepts
- Creating a Chart
- Adding data to the Spreadsheet
- The Chart Tools
- Changing the Chart Style
- Changing the Chart Type
- Adding a Chart Title
- Adding Gridlines
- Repositioning the Legend
- Adding Data Labels
- Adding a Data Table
- Formatting the Chart

- **SmartArt**

- Creating a List
- Typing into the List
- Adding Graphics
- Creating an Organisation Chart
- Moving Boxes
- Formatting the Organisation Chart

- **Proofing and Printing**

- Spelling & Thesaurus
- Black & White View
- Print Preview
- Printing the Presentation

- **Working with an On-Screen Slide Show**

- Adding Transition Effects
- Running a Slide Show
- Adding Animation to All Objects on a Slide
- Adding Custom Animation