

## Course Outline

### **PowerPoint Introduction -- 1 day**

PowerPoint is Microsoft's presentation graphics package, which allows the user to design and create complete presentations in a variety of ways. It can be used to produce professional presentations with dynamic, colourful and effective slides.

#### **Course Description**

This course is designed for users with no previous experience of presentation graphics who want to be able to design and create their own slide presentations by the end of the course.

#### **Course Objectives**

By the end of the course delegates will have covered

- **Introduction To PowerPoint**
  - Tour of the PowerPoint interface
  - Screen Layout
- **Accessing Help**
  - The Office Assistant
  - Other Help Features
- **What is a Presentation?**
  - Opening a presentation
  - Different PowerPoint views
- **Creating a New Presentation**
  - Starting from scratch
  - Editing Text
  - Moving/resizing text boxes
  - Adding a slide
  - Bulleted lists
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- **Saving the Presentation**
  - Use of Save and Save/As
  - Saving other formats
  - Closing the presentation
- **Slide shows**
  - Slide sorter view
  - Automatic slide show
  - Transition effects and animation
- **Outline View**
  - Outline toolbar
  - Creating a new outline
  - Editing and restructuring
  - Changing the outline level
  - Changing order of bullet points
- **Presentation Setup**
  - Slide setup
  - Colour schemes
  - Title and Slide Master
  - Styles
  - Background items
- **Graphics Tools**
  - Drawing Objects
  - AutoShapes
  - Formatting objects
  - Grouping objects
  - Shadow and 3-D effects
- **Printing Your Presentations**
  - Different print options

For further details contact our training staff on 0870 345 9551