

## POWERPOINT INTRODUCTION

### DURATION

1 day

### COURSE DESCRIPTION

This course is aimed towards new users of PowerPoint who want to learn how to create effective PowerPoint presentations. The course explores creating slides with text, graphical content, inserting charts and pictures, formatting presentations. The course will also look at features that enhance the running of a presentation such as slide transitional effects and the animation of objects and text.

### CANDIDATE LEVEL

Candidates should have previous knowledge of the Windows environment, a working knowledge of one other Office application such as Word or Excel would be advantageous.

### COURSE CONTENT\*

#### THE POWERPOINT ENVIRONMENT

Exploring the PowerPoint Screen

#### VIEWS

Slide sorter

Normal

Slide Show

Zoom

#### CREATE A PRESENTATION

Insert and Delete Slides

Using different slide layouts

Entering and editing text

Using bullet points

#### OFFICE DRAWING TOOLS

Insert a shape

Resize, move, rotate and type in shapes

Format and apply effects on shapes

Send shapes forward and backwards

**Timings:** 9:30 am to 3:30 pm  
or 9:00am to 3:00 pm

#### FURTHER POWERPOINT CONTENT

Insert, resize and format pictures from a file

Create a PowerPoint table

#### ENHANCE THE STYLE OF A PRESENTATION

Using prebuilt slide designs

Using slide templates (themes)

#### FIND AND USE YOUR COMPANY TEMPLATES

#### SPECIAL EFFECTS

Slide transitions

Apply simple animation to objects

#### RUNNING A SHOW

How to run/navigate a presentation

Hiding slides

#### PRINTING

Handouts/Notes/Slides

Print Preview

Speakers notes for notes pages

\* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.