

COURSE SPECIFICATION

PowerPoint



DURATION

1 or 2 day

PREREQUISITES

Good Mac or PC skills

OVERVIEW

This course is designed to provide delegates with a working knowledge of PowerPoint. Delegates will be able to create slides, notes and handout pages encompassing text, graphics and Clipart, as well as great graphs and slide shows

COURSE CONTENT

INTRODUCTION TO POWERPOINT

Starting PowerPoint and opening a presentation
Introduction to the PowerPoint presentation screen
Introduction to views

BEGINNING A PRESENTATION

Creating a title and bullet slide view
Creating a slide in outline view
Editing slides spelling
Drawing tools
Working with drawing tools
Working with text and drawn objects

USING PICTURES AND TEXT

ORGANISATION CHARTS AND GRAPHS

Creating an organisation chart
Organisation chart options
Introduction to graphs
Editing a column graph

TEMPLATES AND THE SLIDE MASTER

Selecting and applying a template
Changing text and bullets in the slide master
Removing slide master objects and adding a footer

SLIDE SHOWS, OUTPUT AND PRESENTATION

Slide show options

Adding transitions and builds to a slide show

Running a manual and automatic slide show

Working with speaker notes

Printing a presentation