

PowerPoint Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment. Some word processing experience is helpful.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

PowerPoint Basics

creating a new presentation • the presentation window • using templates • using autolayouts • creating new slides • text placeholders • bulleted lists • slide numbering • headers & footers • proofing text

Presentation Formatting

selecting text • formatting text • copying formatting • working with bullets • adjusting paragraph spacing • working with clips & pictures • resizing images • cropping images

PowerPoint Views

Slide Sorter view: working with slide sorter view • creating summary slides • moving & copying slides

Outline view: working with outline view • promoting & demoting text • collapsing and expanding outlines • hiding & displaying text

Notes view: working with notes view • customising notes pages • producing notes in Word • entering notes in slide view

Slide Shows

creating a slide show • hiding slides • navigating in a slide show • using the slide navigator • adding transition effects • specifying transitions • setting transition speeds • adding sounds to animation • animating text

Printing a Presentation

printing using different views • printing handouts

Working With Orgchart

creating an organisation chart • entering text • adding titles • structuring an organisation chart • adding and formatting chart boxes

Working with Microsoft Graph

adding data to Microsoft Graph • working with data in the datasheet • working with charts • selecting a chart type • formatting charts • customising charts • creating custom chart formats