



PREREQUISITES

Delegates attending an Introductory Level Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP.

COURSE OBJECTIVES

This one day course is designed to give delegates the confidence to use Microsoft PowerPoint to create, edit, view, print and e-mail presentations.

MICROSOFT POWERPOINT INTRODUCTION – ONE DAY

Course Content

New Presentation Options

- AutoContent Wizard
- Presentation Output
- Predefined Design Templates
- Blank Presentation

The Interface

- Title Bar
- The Menu Bar
- The Standard Toolbar
- The Formatting Toolbar
- The Scroll Bars
- The Tri-Pane View
- The Views Buttons
- The Drawing Toolbar
- The Status Bar

The Help Facility

- Office Assistant
- Contents / Answer Wizard / Index

Starting A Presentation

- Different Views In PowerPoint
- Page Set-Up
- Creating A New Presentation
- AutoLayout Dialogue Box
- Saving And Closing Presentations

Presentation Design

- Designing A Presentation
- What Is A Slide Master?
- Creating A Slide Master
- Slide Backgrounds
- Customising Bullets
- Adding Logos
- Slide Colour Scheme

Working With Text

- Placement Of Text
- Using Bullet Points
- Using Tabs And The Rulers
- Using Fonts And Text Colour
- Using The Format Painter
- Using Text Alignment
- Changing The Case Of Type
- Spelling And Grammar Checking

Drawing And Graphics

- Using ClipArt And WordArt
- Manipulating Images
- Using AutoShapes
- Using The Colour Palette And Fill Options
- Using The Drawing Toolbar
- Selecting And De-Selecting Objects
- Moving And Resizing Objects
- Copying And Duplicating Objects
- Grouping Objects Together
- Rotating Objects And Images

Graphs And Charts

- Creating Charts
- Changing Chart Types
- Editing Charts
- Formatting The Appearance Of Charts
- Updating The Data Of Charts
- Organisational Charts

Slide Show

- Navigating Through Slides
- Creating A Slide Show
- Adding Animation And Sound To A Slide Show
- Understanding How To Use Animation Effectively
- Previewing A Slide Show
- Changing The Order Of Slides
- Applying Transitions
- Running A Slide Show

Printing the Presentation

- Different Page Set-Ups
- Print Dialogue Box
- Printing All Or A Range Of Slides
- Printing Black And White Slides Only
- Printing Slides Without Backgrounds For Proofing
- Printing Notes Pages
- Printing Handouts

E-Mailing Presentations

- E-Mail Menu / Toolbar Options