



Microsoft® PowerPoint

Introduction One Day Course

Microsoft PowerPoint is a powerful graphics presentation application for producing slides and slide shows. It also offers rich speaker support and aids to help you create truly effective presentations. The objectives of this course are to equip the delegate with the skills to produce a professional-looking presentation utilising its text handling, outlining, drawing, graphing and ClipArt features.

Course Outline

Microsoft PowerPoint Overview

Ribbon Tabs and Mini Toolbars
 Quick Access Toolbar
 AutoContent Wizard
 Design Templates
 Blank Presentations
 PowerPoint Screen Layout
 Navigation
 Viewing Toolbars
 Task Panes
 Masters Concept

Creating a Presentation

Slide Layouts
 Title Slides
 Bullets
 Simple Charts
 Basic Tables

Viewing the Presentation

Normal View
 Outline View
 Slide Sorter View
 Notes Page View
 Slide Show View

Formatting Slides

Using Themes
 Text Formatting
 Changing Bullets
 Slide Background
 Headers & Footers
 Slide Numbering

Manipulating Slides

Moving
 Copying
 Deleting
 Hiding

Working with Graphics

Drawing Toolbar Overview
 Viewing Grid & Guides
 Drawing Objects
 Basic SmartArt
 Moving and Copying Objects
 ClipArt
 3D Graphics

Creating Slide Shows

Summary Slides
 Basic Slide Transitions
 Applying Animation

Printing

Print Preview
 Print Options
 Landscape & Portrait
 Slides
 Notes Pages
 Audience Handouts

Tools

Spell Check
 Help Options
 AutoCorrect

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk