



Course Outline

Microsoft Office PowerPoint Fundamentals - 1 day

The skills and knowledge acquired in Microsoft PowerPoint are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

At the completion of this course you should be able to:

- work with the basic features of PowerPoint
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with SmartArt graphics
- draw and format shapes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- obtain help for PowerPoint whenever you need it
- create brilliant presentations

Microsoft PowerPoint assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Contents

Getting to Know PowerPoint

Starting PowerPoint From the Desktop
Understanding the Start Screen
Creating a New Blank Presentation
The PowerPoint Screen
How Microsoft PowerPoint Works
Using the Ribbon
Using Ribbon KeyTips
Showing and Collapsing the Ribbon
Understanding Backstage View
Accessing Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding the Quick Access Toolbar
Adding Commands to the QAT
Understanding the Status Bar
Customising the Status Bar
Exiting Safely From PowerPoint

Your First Presentation

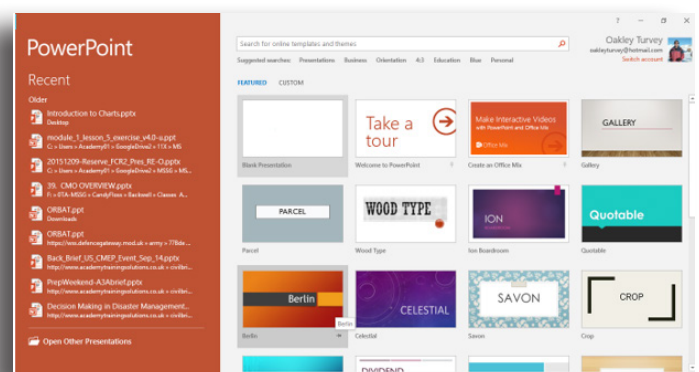
Creating Presentations in PowerPoint
Creating a Presentation
Applying Theme Variants
The Save As Place
The Save As Dialog Box
Typing Text Into a Slide

Inserting New Slides

Typing Text Using the Outline Pane
Applying Slide Transitions
Saving a Presentation
Previewing a Slide Show
Closing a Presentation

Working With Presentations

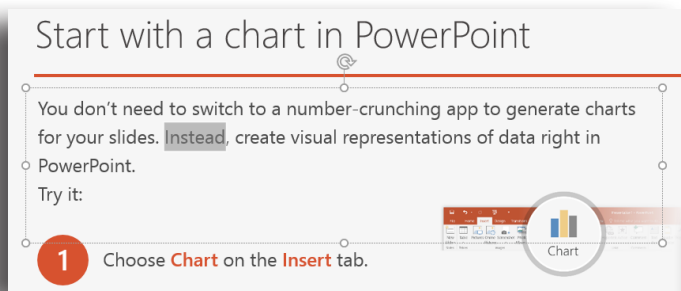
The Open Place
The Open Dialog Box
Opening a Presentation
Opening Multiple Presentations
Switching Between Open Presentations
Understanding Presentation Views
Changing Presentation Views
Navigating a Presentation
Using the Zoom Tool
Opening a Recent Presentation





Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt

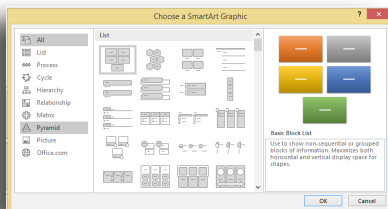


Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

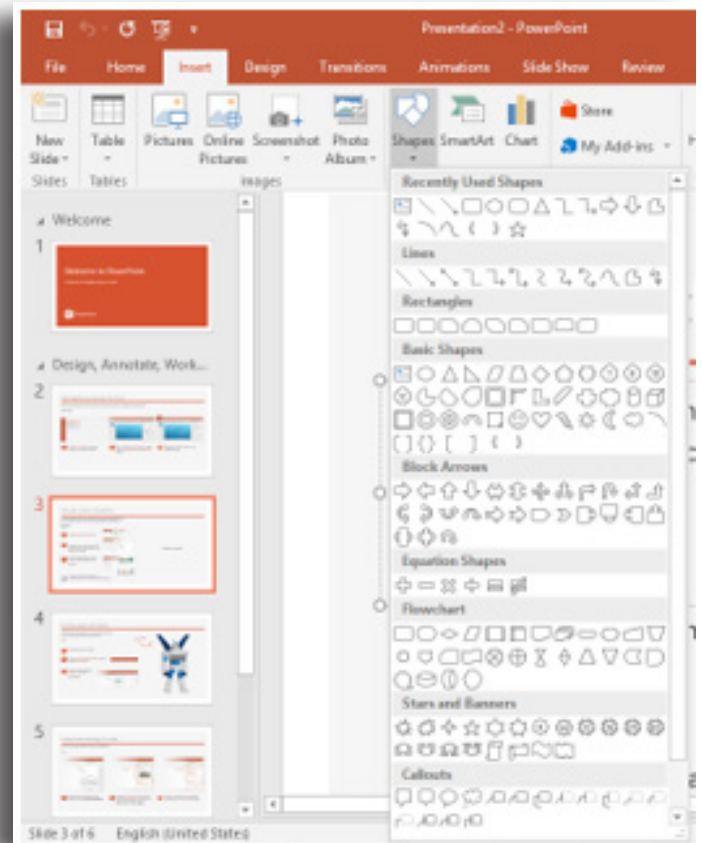
SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes



Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

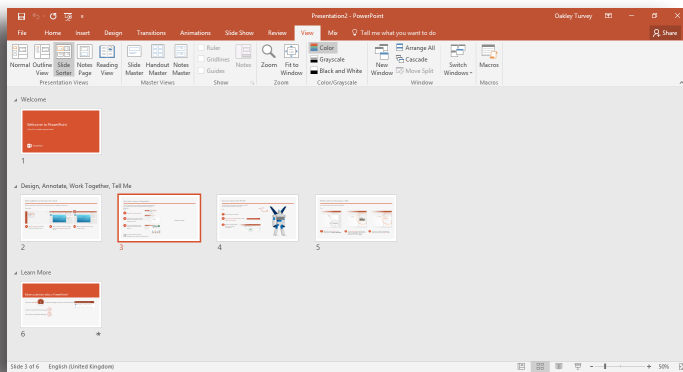


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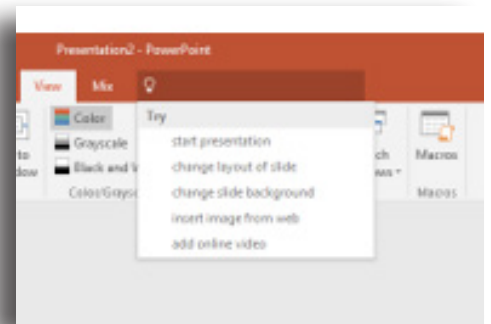
Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show



Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic



Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

