

Microsoft PowerPoint Introduction

Our **Microsoft PowerPoint** training comprises **two courses lasting approximately one day each**:

- the **introductory course**, for first-time users of PowerPoint, covers all the skills required to create presentations using existing templates and including imported images and spreadsheets;
- the **advanced course** covers issues such as customisation, graphs & charts and using PowerPoint on the internet.

All delegates must be confident in using a keyboard, Windows and a mouse.

Introduction to PowerPoint	<ul style="list-style-type: none"> • The Main Screen & Toolbars
Creating, Opening and Saving a Presentation	<ul style="list-style-type: none"> • Entering Summary Information • Adding, Deleting & Changing the Layout & order of Slides
Working with Templates and Masters	<ul style="list-style-type: none"> • Templates • Editing, Detaching & Reapplying Masters • Removing Background Items from Slides
Using the Drawing Toolbar	<ul style="list-style-type: none"> • Selecting Objects • Using the Drawing Tools • Resizing, Copying, Moving, Aligning • Rotating, Scaling, Duplicating Rotating & Flipping, Grouping Objects
Changing the Appearance of Lines/Objects	<ul style="list-style-type: none"> • Adding Arrows • Changing the Colour of a Line/Object • Adding Borders, Fills & Shading Patterns • Adding a Shadow and/or Offsets
Working with Clipart	<ul style="list-style-type: none"> • Adding, Ungrouping, Recolouring Clipart • Cropping • Auto Clip Art
Adding Text to Slides	<ul style="list-style-type: none"> • Using, Adding & Deleting Titles • Adding Text Using the Text Tool • Text in Shapes • Formatting Text • Line/Paragraph Spacing, Alignment, Tabs, Indents
Working with Bullets	<ul style="list-style-type: none"> • Adding & Deleting Bullets • Changing the Bullet Style
Using the Outline Facility Creating Handout and Notes Pages Working with Objects	<ul style="list-style-type: none"> • Tables & Organisational Chart Facility • WordArt, Charts & Worksheets
Working with Colour Schemes	<ul style="list-style-type: none"> • Choosing & Changing Schemes • Adding a Shaded Background to Slides • Picking up & applying a colour scheme from one slide to another • Reapplying the Slide Master colour scheme to a slide
Printing	<ul style="list-style-type: none"> • Setting up the Slide • Printing Outlines, Handouts & Notes
Presentational Conferencing, Control Tools, Screen Show	<ul style="list-style-type: none"> • Adding Transitions, Timings, Sounds (optional) • Creating Builds, Running a Slide Show • Pack up & go Wizard
Using PowerPoint with Other Applications	