

## **PowerPoint Fundamentals (Modules 1-4)**

### **1 PowerPoint Basics**

- ◆ Starting PowerPoint and opening a presentation
- ◆ Getting familiar with the PowerPoint interface
- ◆ Exploring the various PowerPoint views
- ◆ Creating a new presentation
- ◆ Adding slides to a presentation
- ◆ Entering and editing text on a slide

### **2 Adding Impact**

- ◆ Using Clip Art
- ◆ Inserting a table
- ◆ Using WordArt
- ◆ Creating an organisation chart
- ◆ Creating graphs

### **3 Drawing Tools and Masters**

- ◆ Working with drawing tools
- ◆ Enhancing drawn objects
- ◆ Selecting presentation templates
- ◆ Working with slide masters to control elements throughout the presentation

### **4 Templates and Delivery Techniques**

- ◆ Creating your own template
- ◆ Working with a design template
- ◆ Running the slide show
- ◆ Adding transitions, timings, and animation to a slide show
- ◆ Printing a presentation
- ◆ Creating Speaker Notes and Handouts