



Ms PowerPoint Introduction

Duration - One Day

PRE-REQUISITES & OBJECTIVES

*This course has been designed for users who are new to presentation software
In order to obtain maximum benefit from this course delegates
should already be familiar with the Windows environment and using the mouse.
By the end of the course, participants will be able to create effective presentations
quickly and easily using Powerpoint's powerful and user-friendly features.*

Main Features of the Course Include:

POWERPOINT BASICS

- ◆ Loading PowerPoint ◆ The Opening Screen ◆ The Toolbars ◆
- ◆ The Tool Palette ◆ Opening an existing Presentation ◆ Closing a Presentation ◆
- ◆ Getting Help ◆ Creating a New Presentation ◆ Saving a Presentation ◆
- ◆ Changing Views ◆ Adding a New Slide ◆ Choosing a Slide Layout ◆ Moving between Slides ◆

WORKING WITH TEXT

- ◆ Entering Text ◆ Editing Text ◆ Formatting Text ◆
- ◆ Setting Tabs & Indents ◆ Aligning Text ◆ Picking Up and Applying Formats ◆
- ◆ Using Bullets ◆ Spell Checking ◆ Finding & Replacing Text ◆
- ◆ Using Text from Other Applications ◆ Working in Outline View ◆

WORKING WITH OBJECTS

- ◆ Adding Objects ◆ Selecting Objects ◆ Grouping, Ungrouping & Regrouping Objects ◆
- ◆ Editing Objects ◆ Resizing Objects ◆ Applying Fills & Patterns ◆ Arranging Objects ◆ Adding Text ◆

POWERPOINT & TEMPLATES & MASTERS

- ◆ Moving to the Masters ◆ Adding Background Items to Masters ◆
- ◆ Formatting the Master Title ◆ Formatting the Master Body ◆
- ◆ Working with Slide, Notes, Outline & Handout Masters ◆
- ◆ Working with Templates ◆ Customising a Template ◆ PowerPoint Defaults ◆
- ◆ Creating, Changing & Applying Colour Schemes ◆

PRINTING

- ◆ Setting Up Your Slide Format ◆
- ◆ Printing Slides, Notes, Handouts, and Outlines ◆
- ◆ Choosing a Different Printer ◆

ADDING IMPACT

- ◆ Adding Text Effects with WordArt ◆ Adding ClipArt to Slides ◆ Creating Graphs ◆
- ◆ Creating Organisation Charts ◆