

PowerPoint

What does the course cover?

The course will enable the user to create overhead slides, speakers' notes, audience handouts and an outline all in a single presentation file.

Are there any prerequisites?

Knowledge of a Microsoft application

What is the objective of the course?

The objective is to give new users a good overview of how PowerPoint operates, so that the product can be used to produce high quality slides.

Introductory Topics Covered

- Introduction
- The PowerPoint window
- The Menu bar, Status bar, Scroll bar
- PowerPoint Toolbar
- Creating a Presentation
- Blank presentation
- Entering text in Slide View
- New Slides
- Saving & Closing a presentation
- Moving around a presentation
- Auto Content Wizard
- Working with a Presentation
- Editing Text
- PowerPoint Views
- Outline View
- Slide Sorter View
- Presentation Designs
- Incorporating slides from other presentations
- Notes Pages
- Printing
- Working with Text
- Formatting Text
- Text Alignment
- Line Spacing
- Bullet Points
- Spell checker
- Applying new presentation designs
- Autoshapes & Objects
- Grouping and Ungrouping
- Rotate or Flip Objects
- 3D Effect
- Clipart & Pictures
- Adding clipart
- Inserting Pictures
- Charts & Tables
- Creating a Chart
- Modifying a Chart
- Formatting a Chart
- Organization Charts
- Insert a Table
- Slide Master
- Slide Show
- Create a Slide Show
- Building a Slide
- Slide show timings
- Hiding/Unhiding a slide
- Animation
- Animation Slides

- Voice narration
- Ready to Go
- Pack and Go
- PowerPoint Viewer
- View on two screens
- PowerPoint for Web Use
- Presentations on the Internet
- The Web Toolbar
- Hyperlinks in a Presentation
- Setting up Hyperlinks and Add, Edit and Remove Hyperlinks