PowerPoint Introduction

Bay Software Consultancy Ltd

Duration: 1 Day

Description

Participants in this one day introductory class first learn how to open and run PowerPoint presentations. Then this in-depth course teaches students how to get help and create presentations; add, format, and correct text; create and modify graphic objects; view and manage slides; and seamlessly run a slide show.

Prerequisites
- Windows Introduction or equivalent knowledge

Who Should Take This Course?

New users of PowerPoint.

Objectives
- ✓ Open a presentation, run it, and get help.
- ✓ Create a presentation.
- ✓ Add, format, and correct text.
- ✓ Manipulate slide content
- ✓ Insert and modify graphic objects.
- ✓ View and manage slides.
- ✓ Run a slide show.

Outline

PowerPoint Basics
- Introducing and Starting PowerPoint
- The PowerPoint interface
- Using the Quick Access toolbar
- Introducing the ribbon tabs
- Using Help

Creating a Presentation
- Creating a Blank Presentation
- Creating a Presentation from a Template
- Adding and Deleting Slides
- Saving a Presentation

Working with Slides
- Using the Slides/Outline Pane
- Using Undo and Redo
- Navigating from Slide to Slide
- Changing the Slide Layout
- Changing the Design Template
- Changing the Background of a Presentation
- Creating and using sections

Working with Text Boxes
- Creating and Modifying Text Boxes
- Working with Text Objects
- Formatting Text
- Using Paragraph Formatting
- Finding and Replacing Text

Working with Slide Content
- Using Slide Layouts
- Using the Content Icons
- Working with Graphic Objects
- Inserting Pictures and ClipArt
- Working with WordArt
- Using Themes and Backgrounds
- Applying Slide Transitions
- Applying Basic Animations

Printing and Viewing Your Presentation
- Using different views
- Working with the Slide Sorter view
- Adding Headers and Footers to Slides
- Checking Spelling
- Printing a Presentation
- Emailing your presentation

Running Slide Shows
- Controlling Slide Shows
- Using Slide Show Tools
- Using Highlighting and Pen Tools