

# Microsoft PowerPoint - Introduction

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**Duration** 1 day

## Pre Requisites

Delegates should have attended the one-day Windows Introduction or should have attained a similar level of expertise.

## Objectives

The objective of this course is to enable delegates to produce quality presentations quickly and effectively. This is a very practical course and at the end of the course each delegate will have produced an electronic slide show for presentation to the other delegates on the course.

## Versions Available

97, 2000, XP, 2003

## Further Learning

PowerPoint Intermediate  
Presentation Design  
Excellence in Presenting Data  
Presentation Skills

## Course Content

- **Getting Started**
  - What is PowerPoint?
  - Starting PowerPoint
  - Types of Mouse Actions
  - Parts of the Screen
  - Views
  - The Office Assistant
  - Creating a New Presentation
  - Creating a New Slide
  - Parts of a Slide
  - Creating a Title Slide
  - Bulleted List Slides
  - Moving Around a Presentation
  - Deleting Text
  - Selecting Text
  - Undo & Redo
  - Moving and Copying
  - The Clipboard Task Pane

- **File Commands**
  - Saving a New Presentation
  - Closing a Presentation
  - Opening an Existing Presentation
  - Saving an Existing Presentation
  - Quitting PowerPoint
- **Formatting Text**
  - Changing the Font and Text Size
  - Adding Character Formatting
  - Using Format Font
  - Text Alignment
  - Changing Case
  - Line Spacing
  - Formatting Bullets and Numbering
  - Adding Borders and Shading
  - Switching from Colour to Black & White
  - Show Formatting
  - Slide Master
- **Tables**
  - Creating a Table
  - Typing Text in a Table
  - Selecting Text in a Table
  - The Tables and Borders Toolbar
  - Changing Column Widths
  - Changing Row Height
  - Aligning
  - Table Borders and Shading
- **Clip Art**
  - The Clip Gallery
  - Selecting Objects & Deselecting
  - Moving and Copying an Object
- **Working with Objects**
  - The Drawing Toolbar
  - Selecting & Deselecting Objects
  - Deleting an Object
  - Moving & Copying an Object
  - AutoShapes
  - Customising Drawn Objects
  - Copying Attributes
  - Flipping and Rotating Objects
  - Text Boxes
  - WordArt

**Cont...**

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- **Graphs**
  - Inserting a Graph
  - Parts of the Graph Window
  - The Standard Toolbar
  - Charting Concepts
  - Entering Data
  - Moving Around in a Datasheet
  - Viewing the Datasheet
  - Changing the Chart Type
  - Formatting Chart Objects
  - Returning to your PowerPoint Slide
  - Editing a Chart
- **Organisation Charts and Diagrams**
  - Adding an Organisation Chart or Diagram to a Slide
  - Adding/Deleting Boxes & Lines
  - Selecting Boxes and Lines
  - Moving Boxes
  - Using the Style Gallery
- **Changing a Presentation's Overall Look**
  - Presentation Setup
  - Changing Templates
- **Proofing Tools**
  - Spelling
- **Printing**
  - Print Preview
  - Printing One Copy of the Entire Presentation
  - Printing a Range of Slides
  - Printing an Outline
  - Printing Audience Handouts
  - Printing Notes Pages
- **Reorganising a Presentation**
  - Using Slide Sorter View
  - Using Outline View
- **Working with an On-Screen Slide Show**
  - Transition Effects
  - Creating Animated Slides
  - Running an On-Screen Show
  - Ending a Slide Show