

## MICROSOFT POWERPOINT – INTRODUCTION COURSE OUTLINE

<b>APPLICATION</b>	MICROSOFT POWERPOINT
<b>LEVEL</b>	INTRODUCTION
<b>DURATION</b>	ONE DAY
<b>WHO SHOULD ATTEND</b>	The course is designed for new users who wish to learn the basic features available in PowerPoint.

### OBJECTIVES

At the end of the course the delegate will be able to:

<b>Essential Commands</b>	identify and use all the essential commands in the PowerPoint screen, use smart tags, toolbars and the task panes
<b>Create a new presentation</b>	create a presentation, add slides
<b>Open, Save and Close</b>	open, save and close a PowerPoint presentation
<b>Design Templates</b>	change the presentation template for the entire presentation or a section of the presentation
<b>Entering and Editing Text</b>	enter text, change text appearance, and edit text
<b>Bullet Slides</b>	create bulleted lists, change bullet style and line spacing
<b>Organisation Chart</b>	create an organisation chart slide, explore other diagram types
<b>Table Slides</b>	create table slides
<b>Chart Slides</b>	create different chart types; bar/line/pie
<b>Drawing Objects</b>	create drawn objects; lines, shapes, autosshapes, format the objects changing the colour and alignment, change their appearance using flip and rotate
<b>ClipArt</b>	edit ClipArt graphics, grouping & ungrouping, changing colours and rotation of the pictures,
<b>Slide Master</b>	effect global changes to the presentation
<b>Colour schemes</b>	change the presentation colour scheme
<b>Viewing the Presentation</b>	use slide sorter view to change the order of slides, copy and delete slides
<b>Slide Shows</b>	create basic slide show
<b>Printing the Presentation</b>	print colour and black & white slides