

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: This Microsoft PowerPoint training course is suitable for complete beginners to PowerPoint. At the end of this training course you will have a good working knowledge of Microsoft PowerPoint. You will feel confident using Microsoft PowerPoint and be able to create a presentation from scratch incorporating charts, tables, drawings and animation.

Course Objectives

- **Create PowerPoint Presentation**
- **Create and format text slides**
- **Create and format bulleted slides**
- **Insert and manipulate Clipart and pictures from file**
- **Create and format chart slides**
- **Create and format table slides**
- **Create and format Organization Chart slides**
- **Create and format Smart Art Graphics**
- **Create and manipulate shapes and objects**
- **Understand and use PowerPoint views**
- **Apply PowerPoint Themes**
- **Assign backgrounds to slides**
- **Apply slide transitions**
- **Use pre-set animation effects**
- **Insert headers and footers**
- **Use the slide master**
- **Set up printing for slides, speaker notes and hand-outs**
- **Run the presentation as a slide show**
- **Apply annotations whilst running a slide show**
- **Discuss good presentation techniques**

Explanation / Example

Create the PowerPoint file .pptx extension

Create text objects for slides

Create slides with bullets and change the bullet points

Add pictures you've saved on your computer or clipart

Create a chart / graph object on a slide and format it

Create a table object on a slide and format the table

Create Organisation charts e.g. company structure

SmartArt are graphics to visually communicate information

Create shapes – align, group, duplicate, format, rotate and add text to them.

Views allow you to look at the presentation in different formats

A theme is a set of design elements, including backgrounds, colours and fonts that give your presentation a professionally designed feel.

Slide transitions: how slides appear when running the presentation

Animation example: make each bullet point appear one at a time

Headers and Footers: appear top and bottom of each slide/hand-out

Slide Master: Define how information looks on each presentation slide

Define printing options

Run presentation from slide 1 or any other slide.

Annotations – write on the slides whilst running the show, pause the show to bring audience attention to something else