

PerCom Solutions



MICROSOFT POWERPOINT

- LEVEL:** INTRODUCTION
- DURATION:** 1 Day
- AUDIENCE:** An Introduction into Presentation Graphics for people new to PowerPoint who have keyboard skills and a good understanding of using PC's in a Windows environment.
- OBJECTIVES:** On completion of the course delegates will be able to produce and print presentation slides including: Bullet Slides, Graphs, Organisation Charts, use the Drawing Tools, produce Slide Shows etc.

COURSE OUTLINE

Introduction:

- The PowerPoint Screen
- PowerPoint Views
- Understanding Menu Commands
- Understanding Dialogue Boxes
- Getting Help in PowerPoint

Running Slide Shows:

- Viewing Slide Shows
- Adding Transition Effects
- Timing Slides
- Hiding Slides
- Basic Animations

Creating Presentations:

- Blank Presentations
- The AutoContent Wizard
- Using Design Templates
- Saving, Closing & Opening Files

Working With Views:

- Slide View
- Outline View
- Slide Sorter View
- Slide Show View

Adding Slides:

- Creating a Title Slide
- Creating Bullet Slides
- Creating Table Slides
- Creating Organisation Chart Slides
- Creating Graph Slides
- Creating ClipArt & Text Slides

Drawing:

- Rectangles/Circles/Lines/Arrows
- Selecting Objects
- Sizing/Moving Objects
- Spacing/Aligning Objects
- Changing Attributes
- Inserting Text Boxes
- Inserting AutoShapes, ClipArt & WordArt

Formatting Slides:

- Formatting Text
- Aligning Text
- Formatting Bullets
- Spell Checking
- Adding Speaker Notes

Printing & Page Setup:

- Changing the Page Setup
- Headers & Footers
- Printing Slides & Outlines
- Printing Handouts & Speaker Notes