

Microsoft PowerPoint

Introduction – One Day

Morning

Starting PowerPoint

Overview of PowerPoint

PowerPoint concepts

File management

Open, close and save a file

Printing files

Saving slides and templates

Customising the tool bar

PowerPoint Views

Using menu options

Using toolbar options

Working with Text

Using outline view

Working in layout view

Importing from Word Processors

Formatting using styles

Finding and Replacing

Replacing fonts globally

Indents and Tabs

Line or Paragraph Spacing

Making text objects

Master Pages

Setting up and using

Exercise - Set up text in outline using master page attributes

Working with Colour

Setting up & using colour schemes

Editing/changing colour schemes

Adding slide background

Using gradients

Working with Objects

Adding line and fill attributes

Setting defaults

Adding shadows

Changing shapes

Adding text to an object

Align objects

Exercise - Create a slide presentation

Overview of topics

Afternoon

PowerPoint Graphics

Using PowerPoint tools to create graphic effects

Applying colours

Embossing effect

Using Organisation Charts

Using the toolbar shortcut

Setting up a chart type

Adding to a chart

Editing a chart

Using Microsoft Graphs

Starting and setting up a graph

Changing graph data

Customising colours on graph

Importing graph data

Importing Excel charts

Importing Pictures and Graphics

File Formats

Using clip art

Adding clip art

Inserting OLE objects

Exercise - Add some clipart or images and create a chart

Preparing Slides

Page setup for OHP or Slides

Giving a Slide Show

Slide show effects

Running an on-screen slide show

Using the keyboard during a show

Using PowerPoint Viewer

Starting the Viewer

To open from File Manager

Adjusting slide show timings

Printing from PowerPoint

Printing options

Exercise - Produce a presentation combining graphs, charts, text & graphics.

Overview of topics

computer graphics training

During this course participants will have the opportunity to learn the main features of PowerPoint, including object tools and menus, working with text in layout or outline views, creating simple graphics and setting up templates. Importing pictures and creating charts will also be covered. An overview of setting up on-screen slide shows, timings, transitions and animating objects will also be covered.

The course is totally interactive and delegates are encouraged to bring examples of the type of work they want to produce. The course can be structured to each client's individual requirements.

Prerequisites

Delegates should be familiar with Windows and keyboard and mouse techniques.

Who Should Attend?

Beginners and those with some experience with PowerPoint who need to produce professional looking presentations and work efficiently.

Complementary Courses:

Introduction to Word

Introduction to Excel

Microsoft Office

PowerPoint & Scanning

Powerful Presentations

Adobe Ovation

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