



COURSE DESCRIPTION

On this hands-on beginner course trainees will learn the PowerPoint interface, then build their own presentations, add slides, format text, add graphical elements, display data in tables and charts, add transitions, and finalize their presentation for delivery.

This is an entry level course so no prior experience of PowerPoint is needed. **Live face-to-face instructor - still the best way to learn!**

LEARNING OBJECTIVES

- Explore the Interface
- Create and edit simple presentations
- Enhance presentations by formatting
- Use the drawing tools and add images
- Work with tables and charts
- Add slide transitions and import content
- Set-up presentations for printing purposes

DETAILED COURSE OUTLINE

POWERPOINT BASICS	WORKING WITH SHAPES AND IMAGES	TRANSITIONS, IMPORTING CONTENT AND PRINTING
<ul style="list-style-type: none"> ➤ Exploring the PowerPoint Environment ➤ Starting PowerPoint ➤ Opening an Existing Presentation ➤ The PowerPoint Interface ➤ Exploring Views ➤ Getting Help 	<ul style="list-style-type: none"> ➤ Creating and Formatting Shapes ➤ About Shapes ➤ Drawing Shapes ➤ Curved Shapes ➤ Useful Tools for Working with Shapes ➤ Resizing Shapes ➤ Shape Styles ➤ Layering, Aligning and Grouping Shapes ➤ About Images ➤ Inserting Images from a Local File ➤ Inserting Online Images ➤ Sizing and Moving Images ➤ Cropping Images ➤ Applying Styles and Effects 	<ul style="list-style-type: none"> ➤ Slide Transitions ➤ Applying the same Transition to all Slides ➤ Applying Transitions to Individual Slides ➤ Additional Text Options ➤ Text from other Sources ➤ Importing a Word Document ➤ Importing a PDF File ➤ Creating WordArt from Text ➤ Printing in PowerPoint ➤ Previewing your Printout ➤ Setting Print Options
CREATING A PRESENTATION	WORKING WITH CHARTS AND TABLES	
<ul style="list-style-type: none"> ➤ Types of new Presentations ➤ Backstage View ➤ Creating a Blank Presentation ➤ Creating a Presentation from a Template ➤ Creating and Modifying Slide Content ➤ Slides and their Elements ➤ Inserting Text on a Slide ➤ Adding, Deleting and Hiding Slides in a Presentation ➤ Navigating a Presentation ➤ Inserting a Hyperlink on a Slide ➤ Inserting Shapes ➤ Inserting Images 	<ul style="list-style-type: none"> ➤ About Charts ➤ Chart Types ➤ Adding a Chart to a Presentation ➤ Changing the Chart Type ➤ Chart Elements ➤ Changing the Chart Layout ➤ Applying Chart Styles ➤ Inserting an Excel Chart ➤ Editing Chart Data ➤ About Tables ➤ Creating Tables ➤ Inserting a Table ➤ Entering Data ➤ Applying Styles ➤ The Table Style Options ➤ Importing Tables 	
FORMATTING		
<ul style="list-style-type: none"> ➤ Working with Slide Masters and Layouts ➤ About Slide Masters ➤ Applying a Theme to a Presentation ➤ Headers and Footers ➤ Applying a Layout to a Slide ➤ Formatting Slides and Text ➤ About Text Styles ➤ Changing Master Text Styles ➤ Changing Individual Slide Text Styles ➤ Creating Bulleted and Numbered Lists ➤ About Slide Backgrounds 		