

Microsoft PowerPoint Module 1 - Presentation Essentials

Pre-requisites: Delegates must be confident with using Windows and a mouse and be experienced with topics covered in the PowerPoint Introduction Course.

Aim: By the end of this course you will be able to enhance your presentation.

Objectives: The following objectives will be covered in the course:

- Clipart
- Customising Presentation Slides
- Creating Graphs
- Delivering On-screen Presentations
- Colour Schemes
- Printing

Course Outline:

- Introduction to PowerPoint**
 - The Main Screen and Toolbars
- Creating, Opening and Saving a Presentation**
 - Entering Summary Information
 - Adding, Deleting and Changing the Layout and order of Slides
- Working with Templates and Masters**
 - Templates
 - Editing, Detaching and Reapplying Masters
 - Removing Background Items from Slides
- Using the Drawing Toolbar**
 - Selecting Objects
 - Using the Drawing Tools
 - Resizing, Copying, Moving and Aligning
 - Rotating, Scaling, Duplicating, Rotating & Flipping and Grouping Objects
- Changing the Appearance of Lines/Objects**
 - Adding Arrows
 - Changing the Colour of a Line/Object
 - Adding Borders, Fills and Shading Patterns
 - Adding a Shadow and /or Offsets
- Adding text to Slides**
 - Using, Adding and Deleting Titles
 - Adding Text using the Text Tool
 - Text in Shapes
 - Formatting Text
 - Line/paragraph Spacing, Alignment, Tabs and Indents
- Working with Bullets**
 - Adding and Deleting Bullets
 - Changing the Bullet Style
- Working with Colour Schemes**
 - Choosing and Changing Schemes
 - Adding a Shaded Background to Slides
 - Picking up and Applying a Colour Scheme from one Slide to another
 - Reapplying the Slide Master Colour Scheme to a Slide
- Printing**
 - Setting up the Slide
 - Printing Outlines, Handouts and Notes