

# Microsoft - PowerPoint Introduction

## 1 Day Course

### Overview

If you need to create professional good quality presentations that grab and hold your audience's attention, then our Introduction course is the place to start. You'll learn how to plan a presentation for your audience by using text, colours, graphics/images, tables and charts and finally put it all together with animated slide shows.

### Audience

Anyone who has to present to an audience.

### Course Objectives

At the end of this course, delegates will be able to manipulate text and images to create professional looking presentations and be able to create simple slide shows.

### Prerequisites

No prior experience with Microsoft PowerPoint is assumed.



### Course Contents (1 day)

- Understand the screen layout
  - Ribbons & contextual tabs
  - Quick Access Toolbar (QAT) customising
  - Views – Reading, Notes, Slide show, Backstage
  - Understanding Placeholders
  - Using Grids and Guides
- Using Basic Presentation Skills
  - Creating a new presentation
  - Understanding text levels
  - Selecting/Changing a design template
  - Navigating slides - Adding a new slide; switching views; slide layouts
  - Using the AutoContent Wizard
- Using the Outline Pane
  - Creating/Editing text and bullets
  - Collapsing and expanding slides
  - Demoting, promoting & moving text
  - Adding, Deleting & Reordering slides
- Correcting Spelling and Text Errors
  - Checking spelling as you type
  - Find and replace text
- Enhancing Presentation Text
  - Font – size, style, effects, alignment, paragraph spacing and formats
  - Format painter
- Setting Tabs and Indents
  - Setting Tabs and Indents
- Numbers and Bullets
  - Creating, editing and formatting lists
- General
  - Organise slides into sections
  - Merge & Compare
- Using Graphics
  - Inserting Shapes, Images & SmartArt
  - Align/Group/Ungroup objects
  - Crop/Move/Resize a graphic
  - Formatting graphics
  - Special effects e.g. remove backgrounds
  - Photo Albums
- Tables and Charts
  - Creating and formatting Tables
  - Creating & formatting an Organisation chart
  - Creating and formatting graphs – Bar/Line/Pie
- Slide Shows
  - Creating and Running slide shows
  - Creating notes pages
  - Using transitions and text build
  - Use 3d motion transitions
  - Hiding/un-hiding slides

- Printing, Sending, and Publishing
    - Printing presentations – slides, outlines, speaker notes, handouts
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- Sending a presentation via e-mail
  - Publishing a presentation to the Web
  - Save as a slide show / video

### ***Course Materials***

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.