

# Course Overview



## Microsoft POWERPOINT

1 Day Course  
Introduction

### Course Description

This course is designed for those people who want to unlock the mysteries of PowerPoint. You'll learn how to create and save a PowerPoint presentation, use shortcuts to create and navigate a multiple page presentation, use graphics and tables to enhance your presentation and how to present printed information professionally.

### Course Objectives

Upon completion of this course, you will be able to:

- Create, save and retrieve a PowerPoint presentation
- Navigate easily and quickly around your presentation
- Apply formatting to text and graphics to enhance your presentation
- Select and manipulate background colours and graphics
- Alter the appearance of slides using the slide masters
- Create and use a custom template
- Use Auto features to proof your work
- Run the completed slide show

### Course contents

#### Getting started with PowerPoint

- Creating and saving a new presentation using AutoContent Wizard
- Creating and saving a new blank presentation
- Retrieving a previously saved presentation

#### Working with Graphics

- Inserting ClipArt
- Using Clip Gallery live
- Manipulating and re-colouring graphics
- Using MS Draw to draw and manipulate custom objects and AutoShapes

#### Entering and editing text on a slide

- Entering text and changing its alignment
- Using the cut, copy and paste features
- Using various methods for selecting text in text boxes

#### Using bullets

- Creating a bulleted list
- Changing the style and colour of bullets
- Changing the spacing between bullets and text

#### Using text formatting

- Formatting text using the Format font dialogue box
- Formatting text using the formatting toolbar
- Using format painter

#### Using AutoFeatures

- Using and editing AutoCorrect
- Using Spell Checker and Thesaurus
- Checking consistency with Style Checker
- Opening and closing various toolbars

#### Working with Slides

- Inserting new Slides
- Changing the slide's layout
- Changing the background design of a slide
- Looking at slides using various Views

#### Proofing, printing and running a slideshow

- Using the Page Set-up dialogue box
- Using the Print Dialogue box
- Running a slideshow and using the slideshow menu

### Who should attend?

All you need to be able to do to get the best of this course is to have a basic knowledge of computing, the use of the mouse and a little knowledge of Windows.