



Microsoft PowerPoint Foundation Course Outline

Benefits

The course is designed for those who wish to gain an understanding of creating presentations with Microsoft PowerPoint.

Objectives

On completion of the course, you will be able to create a presentation from scratch or from a template; insert text, pictures and diagrams; format slides, present a slide show and produce hand outs and speaker notes.

Course information

Duration:	1 day
Venue:	Concise Training Academy
Participants:	Maximum of 9 people

Course Topics

PowerPoint Basics

- The PowerPoint Interface
- Quick Access toolbar
- Using Help
- Views of PowerPoint

Fundamentals

- Using a template to create a new presentation
- Saving, closing and opening presentations
- Understanding slide layout types
- Selecting/altering a slide layout
- Working with title and bullet slides
- Inserting and editing text
- Inserting clipart and pictures

Moving Copying and Deleting

- Understanding placeholders
- Moving slides or text
- Copying slides or text
- Ordering Slides
- Deleting text, graphics or slides
- Using Reset

Slide Appearance

- Altering background colours
- Colour schemes, fonts and designs
- Using the master slide

Working with Drawing Objects

- Drawing and modifying lines / shapes / textboxes
- Apply effects
- Using format painter

Who should attend?

You do not need any previous experience of PowerPoint but must have a basic understanding of PC's and use of the mouse and keyboard.

Client Feedback

"I have learnt so much on this course ~ it is always good to go back to basics as you learn the most simplest thing that will make your life at work easier. Looking forward to using my new found knowledge. Many thanks for a superb day." *Manchester Fluid System Technologies Ltd*

Other Courses

Excel Foundation
Word Foundation
Outlook Foundation
Basic Computing

Charts and Graphs

- Inserting and modifying graphs
- Inserting and modifying organisational charts

Slide Setup

- Sizing slides for output
- Changing orientation

Transitions and Animation

- Apply and remove transition slide effects
- Apply and remove object animation

Presentation Preparation

- Adding speaker notes
- Inserting slide numbers
- Adding a footer
- Proofing slides

Printing

- Printing notes and hand-outs
- Publish a presentation by email
- Save a presentation as a PDF
- Printing the presentation
- Printing options

Delivery

- Starting a slide show
- Navigating slides