

Introduction to the Course	All individuals who prepare, or oversee the preparation of presentations using Microsoft PowerPoint and need to understand the fundamentals of this package. Knowledge of the Windows environment is essential
Objectives	This course is designed to provide a new PowerPoint user with a good understanding of the basic concepts of Presentation design, using a variety of slides, layouts, themes and formatting techniques, as well as creating charts. Providing methods to control and present your presentation effectively.

Course Content

Introduction to PowerPoint

The Ribbon
 Command Tabs
 Contextual Command Tabs
 Quick Access Toolbar
 Status bar and Mini toolbar
 Moving around a presentation
 Working in different views
 Creating Speakers Notes
 Opening and closing presentations

Creating New Presentations

Creating a new presentation
 Saving presentations
 Applying slide layouts
 Moving and deleting slides

Working With Text

Inserting and formatting text
 Bulleted and numbered lists
 Spell checking
 Finding and replacing text
 Creating tables
 Creating text boxes and rotating text
 Inserting columns into Text boxes

Clip Art

Inserting and resizing pictures
 Ungrouping and grouping
 Re-colouring

Drawing Objects

Using Drawing tools
 Drawing Shapes
 Adding text to Shapes
 Flipping and rotating objects
 Aligning and ordering objects
 Selecting objects using the Selection and Visibility Task pane

Using Other Visual Tools

Creating graphs
 Creating Diagrams and Organizational Charts using SmartArt tools
 WordArt

Slide Masters And Themes

Viewing Masters
 Modifying Masters
 Inserting date, time and page numbers
 Applying and creating design templates

Presentation Techniques

Printing notes, slides and handouts
 Creating slide shows using transitions and text animation
 Using Presenter View