

microsoft powerpoint

Introduction

PROGRAM OVERVIEW:

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This course is intended to help all novice computer users get up to speed with PowerPoint quickly. We will cover different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, and it can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft 365 PowerPoint: Intermediate course. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

TOPICS:

Getting Started with PowerPoint

In this lesson you'll learn how to navigate the PowerPoint environment, create and save a PowerPoint presentation, and use PowerPoint help.

- Navigating the PowerPoint Environment
- Creating and Save a PowerPoint Presentation
- Using Help

Performing Advanced Text Editing

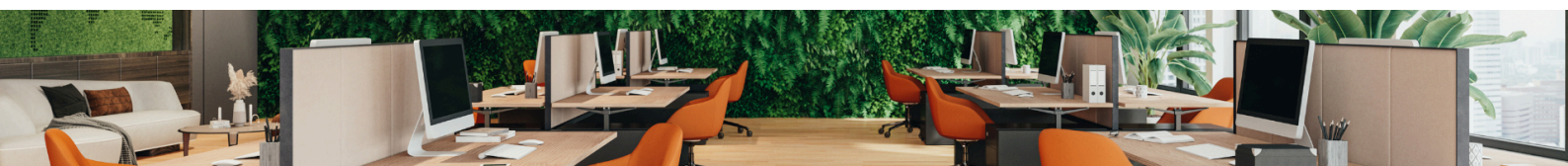
This lesson provides techniques for formatting characters, paragraphs, and text boxes.

- Formatting Characters
- Formatting Paragraphs
- Formatting Text Boxes

Developing a PowerPoint Presentation

This lesson covers the key steps in developing a PowerPoint presentation: selecting a presentation type, building the presentation itself, laying out the presentation, editing text, and viewing and navigating the presentation.

- Selecting a Presentation Type
- Building a Presentation
- Laying out a Presentation
- Editing Text
- Viewing and Navigating a Presentation





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Adding Graphical Elements to Your Presentation

In this lesson you'll learn how to add images, screenshots, screen recordings, shapes, and WordArt to a presentation.

- Inserting Images
- Inserting Shapes
- Inserting WordArt

Modifying Objects in Your Presentation

Topics covered in this lesson include how to edit, format, group, and arrange objects. You'll also be introduced to PowerPoint's animation features.

- Editing and Formatting Objects
- Grouping Objects
- Arranging and Animating Objects

Adding Tables to Your Presentation

This lesson focuses on how to create and format a table. Ways to add data from other Microsoft 365

applications are also discussed.

- Creating a Table
- Formatting a Table
- Inserting a Table from Other Microsoft Office Applications

Adding Charts to Your Presentation

You'll learn how to create, format, and manipulate a chart. The lesson will conclude with a brief look at inserting a chart from Microsoft Excel.

- Creating and Formatting a Chart
- Manipulating a Chart
- Inserting a Chart from Microsoft Excel

Preparing to Deliver Your Presentation

In this final lesson, you'll learn how to review, print, and deliver a presentation. Techniques for applying transitions to slides will also be covered.

- Reviewing Your Presentation
- Applying Transitions
- Printing Your Presentation
- Delivering Your Presentation

