

Course Outline

Microsoft PowerPoint

Level 1



Duration: 1 day

"PowerPoint should have come with a warning label and a good set of design instructions" - Garr Reynolds

What this course will do for you:

If you want to create professional looking presentations so they enhance the information you give to your clients or colleagues, this course is for you. This course will give you the skills to use PowerPoint to get your message across far more powerfully than before. You will learn how to save time through the creation of the master slide and with the use of diagrams and animated effects, your slides will communicate information more effectively and persuasively. By using hands on sessions, with data relevant to your work, this course will show you how to produce your presentations both quicker and better.

To get the most out of this course:

You don't need any previous experience of using PowerPoint but you should be reasonably confident in general computer.

What you will learn:

The PowerPoint Environment

Accurately distinguish and use different parts of the PowerPoint screen.

Setting Up the Slide Master

*Correctly set up the Slide Master so that all your slides have a consistent background and text formatting.
Use the Slide Master to quickly reformat all slides in a presentation.*

Working with Layouts

*Insert a new slide with the correct layout.
Change the slide layout to add additional placeholders.*

Working with Bullets Lists

*Correctly type into a Bullet List by using up to 2 levels of bullet point.
Control Line and Paragraph Spacing.*

Working with Shapes

*Insert shapes correctly to construct your own diagram.
Accurately place shapes on a slide.
Format shapes and lines to your own design.
Type text correctly into shapes.*

Working with SmartArt

Create professional looking diagrams using SmartArt .

Working with Charts

Insert a chart onto a slide to represent graphical data.

Using Pictures

*Insert Pictures to enhance your message.
Edit Pictures to accurately illustrate your message.*

Using Different Views

*Using Slide Sorter View.
Entering Notes into Notes View.
Working with Outline View.*

Custom Animation and Transitions

*Insert slide transitions to add visual variety to your slide show.
Animate bullet points, shapes and clipart to add movement and interest to slides.*

The Slide Show

*Run the show correctly using mouse to advance slides.
Use Slide Sorter view to re-arrange the order of your slides or delete redundant slides.*

Notes and Handouts

Produce notes and handouts for you audience.

