Course outline for PowerPoint - Introduction

Overview and Goals - to produce professional presentation materials using the templates provided for consistency and ease.

Objectives - Use the editing features to enable text to be formatted in a number of ways, and to insert and modify graphics.

Who Should Attend - New users with experience of Windows and using a mouse

Introduction

- Opening PowerPoint
- Screen Geography

Creating a New Presentation

- Choosing Page Layouts
- Understanding and Using Templates
- Using Click Here Prompts
- Creating New Pages
- Using Bulleted Lists
- Using Undo/Redo
- Cut, Copy and Paste
- Creating Duplicates
- Moving Around in your Presentation
- Selection Methods

File Management

- Saving a Presentation
- Closing a Presentation
- Opening an Existing Presentation

Views

- Slide Miniature View
- Black and White View
- Printing

Modifying a Presentation

- Text Attributes
- Text Colour
- Changing the Bullet Type
- Line Spacing
- Changing Case
- Replace Fonts
- Copying Formats
- Changing Slide Layouts
- Changing the Backgrounds
- Changing Colour Schemes
- Using the Zoom

Inserting Graphics

- Adding and modifying ClipArt
- Adding Autoshapes
- Fitting text into Autoshapes
- Adding WordArt
- Using the web for more ClipArt

If you would like to know more about any of the topics please contact

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