

## Microsoft Office PowerPoint The Basics Course Outline



**Course aims:**

Delegates will learn the basics of creating a presentation and adding simple transitions.

**Pre-requisites:**

No prior experience of Microsoft Office PowerPoint is expected. Although delegates with limited experience on other presentation graphics applications will find it comfortable. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

**Who should attend:**

Users who are required to make on-screen presentations or OHP slides with graphics and special effects.

**Duration:** 1 day

<b>Getting started</b>	Terminology, starting Microsoft Office PowerPoint, new presentation dialog box, opening screen and exit
<b>Working with master slide</b>	Changing the default options, slide set-up, set up the master, using bullets, choosing and changing scheme colours. Adding a background/graphics to slides
<b>Creating and editing slides</b>	Creating slides, saving your presentation, moving around a presentation, applying designs, viewing the presentation in different ways, previewing and viewing the show, printing slides, notes and handouts
<b>Adding text, bullet points and tabs</b>	Adding text, text in shapes & formatting text, line/paragraph spacing, alignment, tabs, indents, bullet points
<b>Drawing and editing</b>	The drawing tools, selecting, moving and copying objects, resizing and reshaping objects, enhancing objects, lines and arrowheads, arranging objects, change backgrounds and colour schemes.
<b>Charts</b>	Creating and editing of simple charts
<b>Slide shows</b>	Adding transitions/adding timings, creating builds, running a slide show
<b>Printing slides</b>	Setting up printing slides, printing outlines, handouts & notes
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COURSE OUTLINE