

Microsoft Office PowerPoint for the Self Taught User Course Outline



Course aims:

This course will help to fill in the gaps for the self taught user and improve their knowledge of Microsoft Office PowerPoint.

Pre-requisites:

Self taught users who have had no formal training.

Who should attend:

People who are self taught and wish to improve their PowerPoint techniques

Duration: 1 day

Working with master slide	Changing the default options, slide set-up, set up the master, using bullets, choosing and changing scheme colours. Adding a background/graphics to slides
Working with objects / clipart	Selecting objects, using the drawing tools, resizing, copying, moving, aligning, scaling, duplicating, rotating & flipping, grouping objects, enhancing objects/shapes using borders, fills & shading patterns, using format painter command
Using hyperlinks	Creating, editing and removing a hyperlink. Creating a hyperlink to a slide, web page, word and excel
Using slides/adding text from other programs	Importing slides from other presentations, reapplying slide master to update slides, importing text from Microsoft Office Word
Working with charts	Creating, formatting, importing data from excel into chart
Applying animation	Adding transitions/adding timings, creating builds, running a slide show
Printing slides	Printing slides, printing outlines, handouts & notes
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COURSE OUTLINE