

# MS PowerPoint – 2 days

Beginners - Advanced

## Prerequisites

**In order to successfully master PowerPoint, Windows Beginners must have been completed.**

**The user must be confident with at least 80% of the course material from the Windows Beginners course.**

## **Introduction to PowerPoint**

- Exploring the PowerPoint Window
- Get Help in PowerPoint
- Using PowerPoint Views

## **Creating a presentation**

- Create a New Presentation
- Inserting Slides
- Enter Text to a Slide
- Edit Existing Text
- Navigate a Presentation
- Selecting in a Presentation
- Save a Presentation
- Closing a Presentation
- Open an Existing Presentation

## **Formatting a Presentation**

- Changing A Slide Layout
- Change the Slide Design
- Backgrounds
- Colour Schemes
- Setting Font Attributes
- Changing Case
- Paragraph Alignment
- Setting Tabs

## **Checking and Correcting a Presentation**

- Checking Spelling
- Use Spell It
- Find and Replace Text

## **Tables**

- Creating a Table
- Edit a Table
- Format Tables
- Merging Cells
- Insert Rows/Columns
- Delete Rows/Columns

## **Charts**

- Creating a Chart
- Editing the Graph
- Edit a Chart Type
- Modify the Chart Properties

## **Organisation charts**

- Inserting an Organisation chart on a blank slide
- Formatting components of an Organisational chart

## **Masters**

- Creating a Design Template
- Inserting a Deleted Placeholder
- Formatting Bullets
- Select a Picture Bullet
- Select a Character Bullet

## **Printing**

- Printing Slides, Notes, Handouts And Transparencies
- Notes And Handouts
- Page Setup

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## **Drawing Objects**

- Drawing AutoShapes
- Resizing an Object
- Rotating and Flipping an Object
- Moving an Object
- Duplicate an Object
- 3D & Shadow Effects
- Using AutoShape Connectors
- Cut, Copy, Paste & Duplicate
- Modifying Object Attributes
- Creating A Text Box
- Format Painter
- Grouping Objects
- Ungrouping Objects
- Set Object Order
- Aligning Objects

## **ClipArt & WordArt**

- Insert WordArt
- Accessing ClipArt on the Web
- Cropping A Picture
- Insert WordArt
- Editing WordArt

## **Importing and Exporting Data**

- Linking a Spreadsheet from Microsoft Excel
- Edit the Link
- Exporting a Presentation to Microsoft Word
- Import slides from other PowerPoint Presentations
- Inserting Pictures and Scanned Images
- Modify an Inserted Picture
- Inserting Sounds & Videos
- Sending a PowerPoint Presentation via e-mail
- Package for CD

## **Design Templates & Web**

- Applying a Template
- Design a Design Template
- Save as a Web Page

## **Slide Show Options**

- Setting Slide Transitions
- Rearranging Slides
- Action Buttons
- Hyperlinks

## **Running the Presentation**

- Rehearse a Slide Show
- Navigation Tools

## **Animation**

- Custom Animation
- Animate a Chart
- Set the Animation Order
- Slide Timings
- Saving a Presentation as a PowerPoint show