



# Microsoft PowerPoint Getting Started with PowerPoint

Participants on this half day Microsoft PowerPoint – Getting Started with PowerPoint course will gain an insight into the fundamental aspects of PowerPoint without having to be away from the office for a full day.

The course assumes no prior knowledge of PowerPoint, however, people with limited exposure to the software and those who are working with presentations created by others will also benefit from attending this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students** (max)

## Course Content

### PowerPoint Orientation

- Exploring the PowerPoint Interface
- Finding and using Commands
- Navigating Presentations

### Creating Slides

- Creating a Presentation
- Adding Slides
- Working with Slide Layouts
- Using Autofit

### Formatting Slides

- Formatting Text
- Formatting Bullets
- Using the Format Painter
- Adding Fill and Border Formatting

### Adding Graphics

- Working with Graphics
- Inserting Graphics
- Moving and Resizing Graphics

### Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

### Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts



*Great course run by very experienced and knowledgeable trainer who was able to answer all my questions thoroughly and clearly. It was excellent to be able to go into other topics that weren't PowerPoint related but were very helpful for my day to day tasks at work.*

S. Lyama