



Microsoft PowerPoint Introduction

Participants on this Microsoft PowerPoint 1 day course will gain an understanding of the fundamental principles of PowerPoint, including creating presentations from templates, applying different layouts and formatting slides for presentations. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of PowerPoint, however, you will also benefit from attending this course if you are currently editing presentations created by others.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

PowerPoint Orientation

- The PowerPoint Interface
- Finding and using Commands
- Navigating Presentations

Adding Graphics

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

Transitions

- Applying Slide Transitions
- Modifying Transitions
- Transition Timing

Creating Slides

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

Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

Creating Tables and Charts

- Adding Tables to Slides
- Editing and Formatting Tables
- Creating Charts
- Adding Chart Data
- Modifying Charts

Formatting Slides

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

Applying Themes

- Understanding PowerPoint Themes
- Applying Themes
- Changing Themes
- Modifying Theme Elements

Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts

Working with Slide Outlines

- Understanding Outlines
- Using the Outline Pane
- Creating an Outline
- Reordering Slides
- Using Slide Sorter View

Working with Animations

- Animating Text
- Animating Objects

Printing Slides

- Printing Handouts
- Adding Speaker's Notes
- Printing Speaker's Notes



Fantastic Course which has definitely "doubled my productivity" when it comes to creating PowerPoint presentations.

S. Taylor