



# 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:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (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