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TRAINING

Beginners Microsoft PowerPoint

Duration: 1 day

Prerequisites

Familiarity with the windows operating system

This course is aimed at those with no experience of presentation or graphics programs. Users will be shown what PowerPoint can be used for, and how to use its basic features to create presentations and produce graphics.

Objectives

By the end of the course, delegates will be able to:

- understand what a PowerPoint presentation is, and how they can be used.
- understand the principles of creating a presentation: including creating slides, using Master Slides, views and templates.
- understand some fundamental graphics package concepts: objects, handles, layers, drawing tools.
- know how to print their presentation, and/or associated handouts.

Course Content

Creating New Presentations

- The Opening Screen
- Using the 2010 Ribbon
- Quick Access Toolbar
- Creating a new Presentation
- Saving a Presentation
- Closing and Opening a Presentation
- Printing a Presentation

Text Charts

- Title Pages
- Bullet Charts
- Editing and Enhancing bullet charts

Creating Chart Slides

- Creating a Chart
- Changing Chart Type
- Adding Chart Elements
- Formatting a Chart
- Quick Chart Elements
- Using Chart Designs
- Saving the Chart to a New Sheet



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Beginners Word: 1 day

Beginners Access: 1 day

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TRAINING

Beginners Microsoft PowerPoint (continued)

Duration: 1 day

Prerequisites

Familiarity with the windows operating system

Diagrams

- Creating an Organisation Chart
- Entering Personnel Data
- Adding and Removing Boxes
- Formatting text, boxes and lines
- Other types of Diagrams

Creating Table Slides

- Creating Tables
- Adding text and numbers
- Formatting the data and table
- Inserting rows and columns
- Deleting rows and columns

Using Clipart & Pictures

- Inserting ClipArt or a Picture
- Sizing and Cropping images
- Re-colouring an Image
- Grouping & Un-Grouping Images

Printing

- Viewing the Slides
- Re-ordering the Slides
- Using Headers & Footers
- Spell Check
- Printing the Slides

On Screen Shows

- Running an On-Screen Show
- On-Screen Show with Transitions



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