

PowerPoint Introduction – Sample Course Outline

Duration: One Day

This course is for you if you need to create presentations with text, images and charts with a professional and consistent slide format.

What will be covered?

- ✓ Creating presentations with consistent format
- ✓ Working with text and images
- ✓ Working with charts
- ✓ Creating diagrams and drawn objects to enhance a presentation's visual appeal

Features covered

Slide Master

- Viewing the slide master
- Creating a slide master to ensure consistency
- Understanding how the slide master effects the format of slides

Text Slides

- Adding text boxes to slides
- Working with bulleted lists
- Inserting text from word
- Working with tables
- Inserting text boxes

Images

- Inserting images
- Moving and resizing images
- Compressing images
- Applying effects
- Making an image background
- Cropping an image
- 3D models

SmartArt

- Using the Smart Art to create diagrams
- Creating organisation charts

Drawing Tools

- Drawing shapes and lines
- Techniques for quick and easy arrangement and grouping of objects

Charts

- Adding a chart to a slide
- Editing the chart data
- Changing the look of the chart
- Inserting charts from Excel

Printing

- Printing handouts and notes pages
- Printing slides
- Exporting slides and handouts to Word