

Course Outline | PowerPoint Introduction

1 day(s)

Overview

It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® can help you do.

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within Microsoft PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

Target Student

This course is designed for students who wish to gain the foundational understanding of Microsoft Office PowerPoint that is necessary to create and develop engaging multimedia presentations.

Prerequisites

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Outline

Using PowerPoint

- Opening PowerPoint
- Opening a Presentation
- Navigating between Slides
- Using the Zoom Tool
- Changing PowerPoint Views
- Using Help
- Searching For Help
- Using the Help Table of Contents
- Saving a Presentation
- Closing a Presentation
- Closing PowerPoint
- Opening Multiple Presentations
- Switching between Multiple Presentations

Creating a PowerPoint Presentation

- Creating a New Presentation
- Inserting a New Slide
- Recommended Techniques When Creating Slide Content
- Undo and Redo
- Saving a Presentation
- Saving a Presentation Using a Different Name

Manipulating Slides in PowerPoint

- Inserting Slides with a Particular Slide Layout
- Modifying the Slide Layout
- Changing the Background Colour on the Active Slide

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- Changing Background Colour on All the Slides within a Presentation

PowerPoint Design Themes

- Applying a Theme to a Presentation
- Modifying the Theme Colours
- Modifying the Theme Fonts

Text Boxes (Placeholders)

- Editing Text Boxes (Placeholders)
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

Manipulating Text in PowerPoint

- Selecting Text
- Moving Text within a Slide
- Moving Text between Slides within a Presentation or between Presentations
- Copying Text within a Slide
- Copying Text between Slides within a Presentation or between Presentations
- Deleting Text
- Using Find
- Using Replace

Font Formatting within PowerPoint

- Font Formatting Options
- Changing the Font Type
- Changing Font Size
- Increasing or Decreasing the Font Size
- Bold, Italic or Underline Formatting
- Strikethrough Effects
- Shadow Effects
- Character Spacing
- Changing Case
- Font Colour
- Clearing All Text Formatting

Paragraph Formatting within PowerPoint

- Text Alignment
- Columns
- Modifying Bullet Point Formatting
- Using Numbering Instead of Bullet Points
- Changing the List Level
- Indenting Bulleted Text
- Line Spacing Vs. Paragraph Spacing
- Line Spacing
- Paragraph Spacing
- Using Outline View
- PowerPoint Presenter Notes
- Text Direction
- Text Alignment within a Text Box (Placeholder)
- Text AutoFit
- Using the Format Painter

Tables and PowerPoint

- Table Selection Techniques
- Column Selection

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- Row Selection
- Entire Table Selection
- Creating a Table
- Applying a Style to a Table
- Cell Background Shading
- Applying Table Effects
- Adding 'Quick Styles' to Selected Text
- Applying Borders to Cells
- Deleting a Column
- Deleting a Row
- Inserting Rows or Columns
- Modifying Column Width and Row Height
- Distributing Rows and Columns

PowerPoint & Illustrations

- Selecting an Illustration
- Selecting Multiple Illustrations
- Moving an Illustration
- Copying an Illustration
- Deleting an Illustration
- Resizing an Illustration
- Stretching an Illustration
- Copying Illustrations between Presentations
- Moving Illustrations between Presentations
- Inserting Illustrations within PowerPoint
- Inserting Pictures from Your Hard Disk
- Inserting Online Pictures or Clip Art
- Inserting Shapes
- Inserting Text into a Shape
- Inserting Perfect Circles or Perfect Squares
- Inserting a Line
- Inserting a Free Drawn Line
- Inserting an Arrow
- Inserting a Text Box
- Inserting SmartArt

Manipulating Illustrations within PowerPoint

- Formatting the Shape Background Fill Colour Style
- Applying a Shadow to an Illustration
- Modifying Arrow Line Shapes and Size
- Rotating or Flipping an Illustration
- Rotating Illustrations by Dragging With the Mouse
- Layering Illustrations to the Front or Back
- Aligning Graphics Relative to Each Other or Relative to the Slide
- Aligning Shapes Relative to the Left of a Slide
- Aligning Shapes Relative to the Centre of a Slide
- Aligning Shapes Relative to the Right of a Slide
- Aligning Shapes Relative to the Top of a Slide
- Aligning Shapes Relative to the Bottom of a Slide
- Grouping and Ungrouping Objects

Charts in PowerPoint

- Inserting Charts and Editing the Chart Data
- Changing the Chart Type
- Changing the Background Colour in the Chart
- Changing the Column, Bar, Line or Pie Slice Colours in the Chart
- Chart Title Manipulation

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- Adding Data Labels to a Chart

Manipulating Slides within PowerPoint

- Moving Slides within a Presentation or between Presentations
- Copying Slides within a Presentation
- Deleting a Slide or Slides
- Copying Slides between Presentations
- Moving Slides between Presentations

PowerPoint Slide Masters

- What Is a Slide Master?
- Inserting a Picture (Clipart) Into a Master Slide
- Removing a Picture or Shape from a Master Slide

Headers, Footers and Slide Numbering

- Creating a Footer
- Automatic Slide Numbering
- Inserting Dates into the Footer

PowerPoint Slide Shows

- Running a Slide Show
- Adding Slide Show Transition Effects
- Removing Transition Effects
- Adding Slide Show Animation Effects
- Modifying Slide Show Animation Effects
- Removing Animation Effects
- Hiding Slides
- Displaying Hidden Slides within a Slide Show

Video Creation Using PowerPoint

- Inserting Hyperlinks into Slides
- Converting a PowerPoint Presentation into a Video
- Uploading a Video to YouTube

Printing and Proofing In PowerPoint

- Spell-Checking a Presentation
- Using Portrait or Landscape Slide Orientation
- Switching between Standard and Widescreen Formats
- Selecting Your Output Format
- Visually Inspect Each Slide before Printing
- Printing Options
- Setting the Number of Copies to Print
- Selecting a Different Printer
- Printing Selected Slides
- Setting the Number of Slides per Page to Be Printed
- Single or Double Sided (Duplex) Printing
- To Print a Presentation