



Overview

This course introduces the potential of PowerPoint to users with no previous exposure to it. Make your next presentation breathtaking by adding colour, animated text, graphics, charts and sound. Find out how to add speaker notes and professional looking handouts. Create your own Master Slides for efficient control of formatting.

Prerequisites

Windows Operating System and Word basics

Objectives

- ⊙ Create and modify presentations
- ⊙ Manipulate text and graphic objects
- ⊙ Modify PowerPoint styles with Master Slides
- ⊙ Prepare and print slide show

Outline

Working Environment

What's new in PowerPoint ?
PowerPoint Views
The Notes pane
Notes Page View

Creating New Presentations

Creating a Blank Presentation
Applying a Slide Layout
Saving a Presentation
Reusing Slides from other Presentations

Working with Text

Working with Text Box Placeholders
Fonts and Themes
Inserting Symbols

Working with Graphic Objects

Drawing Tools in PowerPoint
Drawing and Modifying Graphic Objects
Stacking and Grouping Graphic Objects
AutoShapes
Working with WordArt
Adding Images to Slides

Formatting Schemes

Applying a Design Template
Applying a Colour Theme

Outlining

Promoting and Demoting Text (sub bullets)
The Outline Toolbar
Adding Content in Outline Mode
Importing Text into an Outline
Exporting an Outline

Transitions and Animations

Adding Transitions between Slides
Animating Placeholders
Custom Animation

Slide Masters and Design Templates

Create a New Slide Master
Change the Background for a Slide Master
The Handout and Notes Masters
Creating a Design Template
Using a Custom Design Template

Adding Graphics

Inserting Clip Art
Inserting Images from Files

Notes and Handouts

Notes and Handout options
Previewing Handouts

Output

Running a Slide Show
The Pack and Go Wizard
The PowerPoint Viewer

Printing Presentations

Printing Whole Slides
Printing Speaker Notes
Printing Audience Handouts