

# MICROSOFT POWERPOINT FOUNDATION

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## **BENEFIT:**

This course is designed to provide attendees with an understanding of PowerPoint. It will benefit anyone wishing to know how to create and modify professional looking presentations.

## **OBJECTIVES:**

On completion of this course, attendees will be able to create a presentation using templates, insert objects and diagrams. Attendees will also be able to format slides as well as create a slide show with accompanying handouts and speaker notes.

## **PRE-REQUISITES:**

Attendees do not need any previous experience of PowerPoint but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

## **COURSE OUTLINE**

### **The PowerPoint Screen**

- The PowerPoint interface
- Different views
- Navigation between slides

### **Delivering a Presentation**

- Starting a slide show
- Navigating slides during a slide show
- Hiding slides

### **Creating a Basic Presentation**

- Creating new presentations
- Saving, closing and opening
- Selecting/altering the slide layout
- Creating title and bullet slides
- Entering and editing text
- Formatting text and bullets
- Inserting clipart and pictures

### **Moving, Copying and Deleting**

- Cut and paste to move text or slides
- Copy and paste to duplicate text or slides
- Changing the order of slides
- Deleting text, graphics or slides

### **Slide Appearance**

- Applying background colours/colour schemes
- Applying design templates
- Using the master slides

### **Introduction to Drawing Objects**

- Drawing and modifying lines/shapes/text boxes
- Applying 3D and shadow effects

### **Preparing for Distribution**

- Adding speaker notes
- Adding slide numbers
- Proofing slides

### **Printing**

- Changing slide orientation
- Printing notes pages and handouts
- Printing all or part of the presentation

### **Transitions and Animation**

- Adding slide transitions
- Using and changing preset animation

**LEARNING APPROACH:** Class based/practical

**LENGTH OF PROGRAMME:** 6 Hours