



COURSE OVERVIEW

You will learn how to:

- Get started in PowerPoint
 - Create a presentation
- Use design ideas/templates
- Inserting images onto slides
- Apply text enhancements
- Use drawing techniques
 - Use transitions and animations
- Prepare and create your own presentation

Level:
1

Duration:
3 hours



Getting Started

- Overview of the PowerPoint screen and navigating around options on the ribbon tabs.
- Examining different ways of viewing a presentation.

Creating a Presentation

- Create a range of slides using different types of slide layout: Title slide, Bulleted slide, Blank slide Table slide SmartArt graphic slide etc.

Using Design Ideas and Templates

- Applying a range of design templates.
- Use a range of options with Design Ideas.
- Making changes to adjust template layouts.

Inserting Images onto Slides

- Inserting images from your computer/laptop.
- Inserting images from the Internet.
- Moving and sizing images to suit needs.
- Using Design Ideas image layouts.

Applying a range of enhancements to text.

- Changing Font Styles, Size and Colour.
- Applying different effects to text.
- Using text alignment options.
- Inserting text boxes onto slides.

Using Drawing Techniques

- Drawing a range of different shapes.
- Moving and sizing shapes to meet needs.
- Adding text to shapes.

Applying Transitions and Animation Effects

- Applying transitional styles to slides.
- Apply a range of animation effects to different objects on slides.

Preparing your Presentation to meet the needs of the audience

- Preparing to run a slide show.
- Reordering slides in a presentation.
- Printing slides and audience handouts.
- Making changes so that the content is clearly visible to the audience.

Creating your own presentation

- Apply slide layouts and design templates.
- Insert images and objects.
- Apply transitions and animation effects.
- Run the slide show.

