

# Introduction to PowerPoint

(1 day)

## Aim

To produce effective presentations in PowerPoint, ClipArt, tables, organisation charts and graphs. Delegates will be able to apply transition effects and animation to presentations. Who should attend :!

## Who should attend

Anyone wishing to learn the essential skills to use PowerPoint successfully

## Course Content

### Overview of PowerPoint

PowerPoint in the windows environment  
Screen Layout

### Presentations

Creating presentations  
Saving presentations  
Closing and opening presentations  
Using the templates

### Working with Text

Text in placeholders  
Creating freehand text  
Text enhancements  
Creating a bulleted list  
Amending a bulleted list

### Creating Graphic Objects

Drawing objects  
Moving and Duplicating  
Lines, colours, and shading  
Grouping and ungrouping  
Aligning  
Send to front and back  
Text in objects  
Rotating and Flipping  
Using AutoShapes

### Using the Clipart Gallery

Sizing, copying, moving and scaling  
Grouping and ungrouping

### Working with Views

Manipulating slides in slide sorter  
Copy, move, delete slides  
Using the outline view  
Notes page view  
Slide view  
Slide show

### Printing

Printing notes pages  
Printing slides

### Charts

Creating charts  
Editing charts  
Changing the chart type  
Chart options  
Working with multiple charts  
Grouping/ungrouping

### Organisation Charts

Using Microsoft organisation charts  
Free hand organisation charts

### Integrating PowerPoint with Microsoft Office

Importing data from Excel  
Exporting data to Word



0845 644 1712