

Introduction to PowerPoint 2000

(1 day)

Background

This course is designed to help users become quickly acquainted with the main facilities within the package. Trainees do not need to be highly computer literate or artistic to benefit from this course.

Who should attend

People who wish to prepare:

- ?? Graphs and numerical charts
- ?? Illustrations for reports
- ?? Presentation material (overhead slides or slide shows)
- ?? Graphic designs

What they will learn

- ?? Creating text slides
- ?? Formatting
 - *Text formatting*
- ?? Using Templates
- ?? Different Views
 - *Quick preparation of presentations using the Outline View*
 - *The Slide Sorter View*
- ?? Creating Tables
- ?? Creating Organisation charts
- ?? Using the Drawing Tools
 - *Drawing and modifying objects*
 - *AutoShapes*
- ?? Using ClipArt and importing pictures
- ?? Preparing graphs
- ?? Preparing Slide Shows
 - *Special effects*



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