



# Microsoft PowerPoint

## Introduction



### PREREQUISITES

A working knowledge of Windows is required, or our Introduction to MS Windows course. No experience of MS PowerPoint is required.

### BENEFITS

At the end of this course you will have a good working knowledge of PowerPoint basics.

- You will feel more confident using PowerPoint and be able to create a presentation from scratch.
- You will learn how to:
- Improve the format of your text
- Get to grips with importing and manipulating graphics
- Use the PowerPoint drawing tools, the chart and table design tools to make your presentation much more visually stimulating.
- Make modifications to your presentation before you learn how PowerPoint is used in a live presentation.

### COURSE CONTENT

#### MICROSOFT POWERPOINT INTERFACE

- The Microsoft Backstage view
- Customise The Quick Access Toolbar
- Customise The Ribbon
- Customise The Status Bar

#### PRINTING OPTIONS FOR HANDOUTS

#### SLIDES

- Adding New Slides
- Editing Slides
- Changing Layout
- Custom Slide Layouts

#### VIEWS AVAILABLE

- Slide
- Slide Master
- Slide Sorter
- Outline
- Notes

#### INSERTING IMAGES- PHOTOS, VIDEOS, AUDIO FILES

#### THEMES

- Change theme colours
- Change theme fonts
- Select a set of theme effects
- Save a theme

#### HEADERS AND FOOTERS

#### CHARTS

- Change the data in an existing chart
- Use charts and graphs in your presentation
- Add a chart to a presentation
- Add alternative text to a shape, picture, chart, table, SmartArt graphic, or other object
- Insert a linked Excel chart in PowerPoint 2010

#### SMARTART

- Create a SmartArt graphic and add text
- Add or delete shapes in your SmartArt graphic
- Change the colors of an entire SmartArt graphic

#### ANIMATIONS

#### SLIDE SHOW PRESENTING OPTIONS

