Microsoft Powerpoint : Introduction

This course is ideal for complete starters, trainees that have a basic understanding of PowerPoint or are self-taught. This course will provide you with the skills you need to work quickly and produce effective and professional presentations and documents.

Delegates will leave feeling confident and as you become more familiar with it, PowerPoint's advanced features will help you to create impressive slide shows, presentations and documents.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Getting started
Tips and tricks to work faster
Using The Backstage View
Understanding the Ribbon
Using the Quick Access toolbar
The PowerPoint Interface
Launching Dialog Boxes
Opening existing presentations
Switching between open presentations
Understanding PowerPoint Views
Saving options
Readability

Planning
Common mistakes
Considering content
Designing a presentation
Presentation methods and hardware
Selecting a theme
Choosing theme colours
Using installed or online templates

Structuring Slides
Inserting Title slides
Inserting Title and Content slides
Inserting Section Header slides
Inserting Image with caption slides

Working with type
Adding, editing and formatting text
Editing placeholder textboxes
Managing text in a placeholder with AutoFit
Converting text to SmartArt - boring bullets no more!
Changing bullet and numbering styles
Visually Enhancing Your Presentation
Using SmartArt
Drawing shapes
Adding text to shapes
Adding a chart
Inserting images
Cropping images to shape
Make an organisation chart
Rotating, cropping and resizing an image
Removing image backgrounds/white backgrounds
Layering shapes and changing their order

Creating a presentation from scratch
Set-up a slideshow
Adding transitions
Adding animation
Previewing a slide show
Rehearsing timings
Outline view
Speaker notes and handouts
Printing Your Slides
Printing notes pages
Printing slides

This course has been designed for those already familiar with the essentials of Microsoft PowerPoint but who would like to develop the skills to produce stunning, professional presentations and more.

This course covers working with multiple Masters, incorporating video, audio and animation, include interactivity, graphs and export presentations for the web.

Delegates will leave as PowerPoint power users, able to build the best presentations possible with the software.

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Linking Data across Office
Creating slides from a Word outline
Inserting slides from another presentation
Importing and formatting data from Excel

Tables
Creating your table
Formatting your table
Applying styles to your table
Resizing your table
Adding columns and rows
Merging cells

Media, sound and video
Inserting images
Modifying your image files
Inserting audio
Modifying your audio file
Changing your audio icon
Inserting a video clip
Linking to a video clip/online video

Embedding a video
Modifying your video clip
Professionally Organising your Presentation
Understanding Slide Masters and the Title Master
Creating a Slide Masters
Applying multiple Master
Inserting new placeholders
Designing your own templates

Animation
Adding slide transitions
Setting triggers for animation
Defining animation timing

Saving and exporting from PowerPoint
Packaging your presentation for CD
Saving to the web
Saving a Presentation as a pdf
Saving a presentation as a video
Saving HTML files to a specific target browser
Using web folders