

This course is suitable for anyone who would like to produce and run professional looking slide shows. No previous experience of MS PowerPoint is required; however, it is important that those attending have a good working knowledge of other Microsoft applications e.g. MS Word or Excel.

We will look at the basics of slide content from text based slides through to inserting ClipArt, pictures, photos, movie clips etc. We will also look at formatting the slide show in a number of different ways including applying PowerPoint design templates.

A number of alternative slide layouts are available to the standard bulleted list layout – we will explore some of these options including the use various different diagrams. Once the content is complete, we will then look at adding the finishing touches to your slide show by adding Custom Animation. Learn then how to run the slide show in the most professional way possible through the use of some simple keys. Most importantly, learn the Dos and Don'ts of PowerPoint.

Introduction

- ✓ The Do's and Don'ts of PowerPoint
- ✓ Run through Basics
- ✓ PowerPoint Speed Keys

Working With Slides

- ✓ Creating a new slide / slide layouts
- ✓ Working with Bullet Points
- ✓ Navigating the presentation
- ✓ Moving & resizing placeholders / objects

Formatting the Presentation

- ✓ Formatting text, fill colours and lines
- ✓ Copying formats
- ✓ Changing the background colour of a slide(s)
- ✓ Working with the slide master
- ✓ Creating a Header / Footer / Slide Numbers
- ✓ Adding floating text
- ✓ Applying a standard design template

Logos / Clipart / Pictures

- ✓ Inserting a logo on a slide / slide master
- ✓ Inserting Clipart & Pictures
- ✓ Editing / Cropping images etc.

Working with Charts

- ✓ Creating Charts
- ✓ Formatting chart elements
- ✓ Changing the chart type
- ✓ Working with the chart toolbar
- ✓ Editing a chart

Diagrams

- ✓ Creating Diagrams – Cycle, Venn, Radial etc.
- ✓ Creating an organisation chart
- ✓ Changing Layout / AutoFormats etc.

Drawing Tools

- ✓ Working with drawing tools
- ✓ Grouping / ungrouping objects
- ✓ Re-Order Objects
- ✓ Working with WordArt

Multimedia

- ✓ Inserting Audio Clips
- ✓ Inserting Movie Clips

Adding the Finishing Touches

- ✓ Working in slide sorter view
- ✓ Creating notes pages

Creating a Slide Show

- ✓ Applying Transitions & Builds
- ✓ Working with custom animation - Entrance / Exit / Emphasis / Motion Paths
- ✓ Running the slide show
- ✓ Options available when running a show
- ✓ Tips & Tricks

Other Presentation Output

- ✓ Printing the presentation - Slides / Handouts / Notes Pages