

Microsoft PowerPoint Foundation Course Outline

Duration:	1 Day
Benefit:	This course is designed to provide attendees with an understanding of PowerPoint. It will benefit anyone wishing to know how to create and modify professional looking presentations.
Objectives:	On completion of this course, attendees will be able to create a presentation using templates, insert objects and diagrams. Attendees will also be able to format slides as well as create a slide show with accompanying handouts and speaker notes.
Pre-requisites:	Attendees do not need any previous experience of PowerPoint but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.
Version:	Training is available on all versions of PowerPoint.

The PowerPoint Screen

- The PowerPoint interface
- Getting help

Creating a Basic Presentation

- Creating new presentations
- Saving, closing and opening
- Selecting/altering the slide layout
- Creating title and bullet slides
- Entering and editing text
- Formatting text and bullets
- Inserting clipart and pictures

Moving, Copying and Deleting

- Cut and paste to move text or slides
- Copy and paste to duplicate text or slides
- Changing the order of slides
- Deleting text, graphics or slides

Slide Appearance

- Applying background colours and colour schemes
- Applying design templates
- Using the master slides

Organisational Charts

- Creating and modifying organisational charts

Introduction to Drawing Objects

- Drawing and modifying lines/shapes/text boxes
- Applying 3D and shadow effects

Slide Set Up

- Sizing slides for different mediums
- Changing the slide orientation

Preparing for Distribution

- Adding speaker notes
- Adding slide numbers
- Proofing slides

Printing

- Printing notes pages and handouts
- Printing all or part of the presentation

Transitions and Animation

- Adding slide transitions
- Using and changing preset animation

Delivering a Presentation

- Starting a slide show
- Navigating slides during a slide show
- Hiding slides