

Course Objectives

This introductory MS PowerPoint course is for anyone who needs to understand how PowerPoint works. Suitable for beginners.

Course Description

By the end of this course you will be able to open and close presentations, zoom in and out and navigate around. You will be able to move, copy and delete slides and work with different file formats. You will be able to choose and modify slide layouts and change the background to slides, apply themes and use sections. You will manipulate text, format text effects, change the size and type of fonts and spell check and print presentation as well as learn how to elect different output formats.

Estimated Course duration is 3 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- The PowerPoint Environment
- The Ribbon
- Customising the Ribbon
- Backstage View
- Status Bar
- Opening and Closing a Presentation
- Navigating Between Slides
- PowerPoint Views
- Quick Access Toolbar
- Using the Zoom Tool
- Getting Help
- Using Smart Lookup

Creating a Presentation

- Creating Presentations
- Slide Orientation
- Inserting New Slides
- Moving Slides
- Copying Slides
- Deleting Slides
- Saving Presentations and Templates
- Auto Revisions
- File Formats
- Running slide Shows
- Presenter Views

Formatting Slides

- Choosing Slide Layouts
- Modifying Slide Layouts
- Changing Background Slides
- Applying Themes
- Using Sections
- Headers and Footers

Placeholders

- Placeholders Explained
- Resizing and Moving Placeholders

Manipulating Text

- Selecting Text
- Cut, Copy and Paste
- Mini Toolbar
- Finding and Replacing Text
- Deleting Text
- Using Undo and Redo

Font Formatting

- Font Type and Size
- Text Effects
- Live preview
- Changing case
- Clearing Text formatting

Proofing and Printing

- Spell checking
- Selecting output formats
- Printing presentations