

Presentations Course Outline – Introduction level

Course Objectives

This course covers topics relating to everyday use. It's suitable for complete beginners.

By the end of this course, you will be able to understand the key concepts of using presentation software, identify the options available in built-in layouts, designs, and themes, recognise good practice in formatting text and tables, know how to add charts, pictures, and drawn objects to enhance presentations and lastly prepare a presentation to be used for presenting or printing.

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

Topics covered

Using the Application

- Opening & Closing Presentations
- Creating Presentations
- Saving Presentations
- File Formats
- Basic Settings
- Using Help Resources
- Using Magnification Tools
- Mini Toolbar
- The Ribbon & Quick Access Toolbar

Developing a Presentation

- PowerPoint Views
- Slide Layouts
- Applying Themes
- Slide Backgrounds
- Inserting New Slides
- Copying, Deleting & Moving Slides
- Deleting Slides
- Using the Master Slide

Enhancing Productivity

- Creating Slide Content
- Copying & Moving Text
- Deleting Text
- Using Undo & Redo
- Text Lists & Indenting
- Font Type & Size
- Font Formatting
- Case Changes
- Text Alignment
- Line Spacing
- Using Hyperlinks
- Creating & Deleting Tables
- Selecting Table Elements
- Modifying Columns & Rows

Charts

- Creating Charts
- Editing Charts
- Formatting Charts
- Creating Organisation Charts

Graphical Objects

- Inserting Objects
- Copying & Moving Objects
- Resizing Objects & Charts
- Rotating Objects
- Aligning Objects
- Deleting Objects & Charts
- Inserting Drawn Objects
- Adding Text to Shapes
- Formatting Objects
- Grouping Objects
- Layering Objects

Prepare Outputs

- Slide Transition Effects
- Animation Effects
- Presenter Notes
- Selecting Slides to Present
- Headers & Footers
- Spell Checking
- Slide Output Formats
- Printing Presentations
- Running Slide Shows
- Navigating Slide Shows