

### PowerPoint Introduction / Intermediate - 1 day



#### Overview

The skills and knowledge acquired in this course are sufficient to be able to use and operate the software effectively. Learn the basic features of PowerPoint, working with and creating new presentations; work with slide layouts; insert text into a slide and apply basic formatting; insert and edit images; create and work with SmartArt graphics; draw and format shapes; use a range of printing techniques; the procedures for using various forms of Help; create brilliant presentations

We use version 2013 to train on as all versions are so similar.

#### Prerequisites

This course assumes little or no knowledge of PowerPoint but assumes you have a basic understanding of using a PC and Windows, e.g. using a mouse (left and right clicks), opening, closing and saving files

#### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

#### Topics

##### Getting to Know PowerPoint

- Understanding the Start Screen
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint Works
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- Understanding Backstage View
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar

#### Working With Presentations

- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation

#### Your First Presentation

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Previewing a Slide Show

#### Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

#### Working With Text

- Editing Text
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt

### Images

- Understanding Clip Art and Pictures
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Modifying Graphics
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album

### SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

### Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper (exact match colours)
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

### Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

### Getting Help

- Understanding How Help Works
- Accessing the Help Window
- Navigating the Help Window
- Using the Office Website
- Googling Help
- Printing a Help Topic

### Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware