

Desktop application

MICROSOFT POWERPOINT 2007-2016 LEVEL 1



Course content

The PowerPoint Interface

- > Microsoft Office Backstage view
- > The Quick Access Toolbar
- > The Ribbon, Ribbon Tabs
Ribbon Groups
- > Customising the Ribbon
- > Dialog launchers
- > Contextual tabs

Creating Presentations

- > Creating a Presentation and Slides
- > Using PowerPoint Views
- > Organising Slides
- > Entering Text
- > Inserting Graphs
- > Using the Drawing Tools

Working with Master Slides

- > Using the Slide Master
- > Controlling Formats and layout
- > Freeze Panes

Creating Slide Transitions

- > Applying slide Transitions
- > Automating transitions
- > Using transitions effectively

Slide Animations

- > Adding Animations to text and pictures
- > Automatic animations
- > Using animations to control information

Setting up a Slide Show

- > Creating Custom Shows
- > Using Presenter View
- > Using Presenting tools
- > Creating Notes Pages
- > Creating Slide Handouts

Course objectives

To provide delegates with an understanding of the potential of PowerPoint and to enable them to gain the skills necessary to create effective presentations.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

No previous experience of PowerPoint is required, however, delegates should have basic experience of working with a mouse and the Windows environment.