

## PowerPoint Basic Course Outline

The Basic PowerPoint course is an introduction into using Microsoft Powerpoint for users who may not be familiar or confident in using the application. The course is exercise driven using realistic examples and exercises to provide practical knowledge, which then can be applied within the employee's everyday work.

### 1. Getting Started

- Opening PowerPoint
- Examining Screen elements (Adding toolbars etc)
- Exploring PPT views
- Create a new presentation using the templates (auto layout tool)

### 2. Working with the Slide Master

- Changing Elements of the Slide Master
- Adding/Removing Slide Master Objects
- Add company logo, format text/fonts etc add a background

### 3. Creating a Presentation

- Adding slides to the presentation
- Using Bullet pointed lists
- Incorporating tables into a slide
- Entering titles to slides

### 4. Drawing and Working with Objects

- Using Drawing Tools
- Working with Text and Objects
- Enhancing Text and Objects
- Working with Text Colour and Fills

### 5. Clip Art, Tables, and WordArt

- Using Clip Art
- Inserting a Table
- Using WordArt

### 6. Creating Charts

- Creating an Organization Chart
- Changing the Organization Chart Style
- Creating a Bar Chart
- Changing Chart Data and Type

### 7. Slide Shows and Output

- Adding Transitions and Animation to a Slideshow
- Running Slide Shows
- Saving Slide shows as a presentation only file (.pps)
- Working with Notes
- Printing

#### Duration

1 day (1000 to 1600)

Up to 6 attendees