

PowerPoint (6 hour course)

This course is suitable for beginner users of PowerPoint who wish to create a presentation or design visual aids. It is also suitable for existing users who would like to be less dependent on the supplied wizards and templates.

Exercises are provided. However, students are also encouraged to bring their own ideas and examples of what they wish to create.

Introduction to PowerPoint

- look at the uses of PowerPoint
- investigate the PowerPoint screen, terminology and views

Develop Skills

- design and layout considerations
- use alignment tools for precise placement of objects
- create a master slide for a consistent look across the presentation
- create and use backgrounds
- create slides in slide view to illustrate a presentation
- add, delete and move slides in slide sorter view
- work with bullets
- format text (bold, italics, colours, font, size)

Work with Objects

- insert autoshapes, format graphics and clipart
- use wordart for fancy text effects
- use the drawing toolbar to create custom graphics
- work with multiple objects including layering and grouping

Animate Your Show

- add simple animations and slide transitions
- add sound effects

More Options

- look at different formats for printing out slides and speaker notes
- apply a template or create your own
- view the completed slide show

Pre-requisites

Students should be confident in using the Windows operating system, mouse and keyboard. Knowledge of Microsoft Word or Excel will help, but is not essential.