

MS POWERPOINT INTRODUCTION

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Overview:

This course is ideal for new users on PowerPoint. The course covers creating a presentation from scratch to running a presentation with animation, applying various designs to a presentation, and inserting pictures and shapes.

Module 1

Getting Started

Presentation Discussion
Using AutoContent Wizard
Saving a Presentation
View Existing Presentation
Running a show
Help Tools

Module 2

Creating a Presentation

Title Slide
Bulleted
Change Slide Layout
Apply Formatting

Module 3

Customizing a Presentation

Apply a Design
Change a Design
Delete Slides
Move Slides
Undo and Redo
Duplicate Slides
Hide Slides

Module 4

Graphs and Charts

Create a Graph
Modify a Graph
Create an Organization Chart

Module 5

Global changes

Using the Slide Master
Change Colour Scheme
Insert Headers & Footers
Apply Background Features

Module 6

Pictures and Shapes

Insert Clip Art
Manipulate pictures
Insert Shapes
Manipulate shapes
Insert Word Art

Module 7

Effects

Set Transitions
Set Timing