

PowerPoint Introduction

This course is an introduction to the effective design, creation and presentation of information using Microsoft PowerPoint 2016. You will learn many tips and tricks to save time when creating presentations and you will explore the tools and features in PowerPoint that will help you create engaging and dynamic presentations.

Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: Experienced. This course will suit you if you are new to PowerPoint and need to create engaging and dynamic presentations.

Learning Outcomes

At the end of this program you will be able to:

- Work with the basic features of PowerPoint
- Work with presentations
- Create a presentation
- Add slides with different layouts
- Insert and modify clip art in your presentation
- Draw and work with shapes
- Create and work with SmartArt
- Navigate a slide show in PowerPoint
- Use a range of printing techniques
- Find the information you need in Help

Course Content

Getting to know PowerPoint

- Creating a new blank presentation
- The PowerPoint screen
- Showing and collapsing the ribbons
- Accessing the backstage view
- Using shortcut menus

- Understanding the quick access toolbar (QAT)
- Adding commands to the QAT
- Exiting safely from PowerPoint

Your first presentation

- Creating presentations in PowerPoint
- Applying theme variants
- The save as dialog box
- Inserting new slides
- Typing text
- Applying slide transitions
- Saving and previewing a slide show
- Closing a presentation

Working with presentations

- Opening a presentation or multiple presentations
- Switching between open presentations
- Changing presentation views and navigating a presentation
- Using the zoom tool
- Opening a recent presentation

Working with text

- Editing text
- Checking spelling and grammar
- Understanding and applying font formatting
- Applying paragraph formatting
- Changing bullet and numbering styles
- Moving and resizing placeholders
- Applying word art to text

Slide layouts

- Understanding slide layouts
- Inserting a title slide
- Inserting a title and content slide
- Inserting a section header slide
- Inserting a table and a chart
- Inserting a picture with caption slide
- Changing the slide layout

SmartArt Inserting a smartart graphic

- Inserting text into smartart
- Adding shapes below or above
- Adding shapes before and after
- Adding an assistant
- Promoting and demoting shapes
- Changing the smartart layout
- Applying a colour scheme and smartart style
- Deleting smartart shapes

Shapes

- Drawing shapes
- Resizing and editing shapes
- Positioning and arranging shapes
- Using the eyedropper
- Copying and connecting shapes
- Aligning shapes using the ribbon Inserting and formatting text
- Grouping and rotating shapes

Preparing for presentations

- Using slide sorter view
- Reusing slides
- Adding sections and notes to your slides
- Slide numbers
- Creating an internal hyperlink
- Creating a hyperlink to another presentation or another application
- Keyboard shortcuts for navigating slide shows
- Using resume reading
- Presenting a slide show

Printing your presentations

- Previewing slides
- Printing slides and handouts
- Printing notes pages and the outline

Getting help

- Accessing and navigating the help window
- Using the Office website
- 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