



DESCRIPTION	This course focuses on the basic skills to create and manipulate presentations. Basic presenting skills are discussed through the day to enhance students ability to create effective presentations
WHO SHOULD ATTEND	Those required to use PowerPoint at a basic level
PREREQUISITES	Students should be comfortable with basic keyboard skills. A knowledge of drawing tools would be beneficial
DURATION	1 day

Agenda

DAY 1

The Environment – using: help, outline and slide tabs, task pane, notes pane, slide pane and toolbars

Creating Presentations – New blank presentation, creating from an existing presentation, saving, creating from templates, opening an existing

Using PowerPoint Views – Normal, slide show, notes and slide sorter

Entering and Editing text – Cut/copy/paste

Navigation Techniques

Formatting Text – Character and paragraph formatting, promoting and demoting bullets, customizing bullets or numbering style

Editing Slides – Replacing text, spell check, find and replace, autocorrect options, working in outline view

Templates and Masters – Displaying the slide and title masters, inserting headers and footers, preserving a slide master, working with templates

Working with Clipart – Inserting graphics, editing graphics

Drawing Tools -- Creating simple drawings, fill colours and effects, - WordArt

Viewing a Presentation -- Outline view, slide sorter view, slide show

Animation Schemes -- Applying transitions, basic animation

Printing – Slides, notes, handouts, and outline view