



PowerPoint

Microsoft PowerPoint – Beginner

PowerPoint Basics

Creating a new presentation · the presentation window · using templates · using auto layouts · creating new slides · text placeholders · bulleted lists · slide numbering · headers and footers · proofing text.

Presentation Formatting

Selecting text · formatting text · copying formatting · working with bullets · adjusting paragraph spacing · working with clips and pictures · resizing images · cropping images.

PowerPoint Views

Slide Sorter view: working with slide sorter view · creating summary slides · moving and copying slides Outline view: working with outline view · promoting and demoting text · collapsing and expanding outlines · hiding and displaying text.

Notes view: working with notes view · customising notes pages · producing notes in Word · entering notes in slide view.

Slide Shows

Creating a slide show · hiding slides · navigating in a slide show · using the slide navigator · adding transition effects · specifying transitions · setting transition speeds · adding sounds to animation · animating text.

Printing a Presentation

Printing using different views · printing handouts.

Working with Orgchart

Creating an organisation chart · entering text · adding titles · structuring an organisation chart · adding and formatting chart boxes.

Microsoft PowerPoint Advanced

Working With Masters

Working with slide masters · including an object on every slide · hiding master background objects · making a slide different from the master.

Colour Schemes

Parts of a colour scheme · choosing a colour scheme · changing colour schemes · saving modified colour schemes.

Advanced Slide Shows

Adding action buttons · timing a slide show · advanced animations · taking notes · using meeting minder · inserting sounds · inserting movie clips.

Working With Word art

Creating Word art text · formatting Word art · changing Word art shapes.

Working with Microsoft Graph

Adding data to Microsoft Graph · working with data in the datasheet · working with charts · selecting a chart type · creating custom chart formats · formatting charts · customising charts.

Linking With Other Applications

Create slides using a Word document · creating a Word document from a PowerPoint presentation · inserting a Word table in a presentation · using Excel charts in PowerPoint.

Drawing And Modifying Objects

Drawing straight lines · drawing arrows · drawing auto shapes · creating free forms.

Customising PowerPoint

Working with macros · assigning macros to buttons & menus · creating comments · creating templates · changing an existing design template.