

Summary

Learn how to inspire your audiences with Microsoft PowerPoint's wonderfully easy to create high tech-effects. Find out just how simple it can be to create powerful presentations that dress up your message with animation, sound, and stunning graphics.

Previous experience

MS Windows and MS Office Introduction

Outline

Introducing Microsoft PowerPoint

- What is PowerPoint?
- Starting PowerPoint
- The opening PowerPoint screen
- PowerPoint and MS Office
- Slides and presentations
- Opening an existing presentation
- Saving a presentation

The PowerPoint screen and views

- The Standard toolbar
- The Formatting toolbar
- Status bar
- The View icon
- Different presentation views

Using AutoLayout

- Choosing an AutoLayout
- The Title slide
- Bulleted list
- Two column text
- Table
- Text and chart
- Organization chart
- Text and clipart
- Blank slide

Using the AutoContent Wizard

- Starting the AutoContent Wizard
- Selecting a presentation type
- Presentation title, footer and slide number
- Completing the Wizard
- The finished presentation and presentation content

Creating a Simple Text Slide

- Creating a new blank presentation

- Selecting a slide layout
- Simple text slide
- Inserting, deleting and re-organizing slides
- Creating notes for your slides

Formatting and Proofing Text

- Formatting options
- Selecting then Do!
- Text formatting

Pictures and Backgrounds

- The Drawing toolbar
- Using the drawing tools
- AutoShape
- Using Clipart
- Selecting objects
- Grouping and un-grouping objects
- Re-sizing objects
- Moving objects
- Rotating objects
- Cutting, copying and duplicating
- Moving objects forwards or backwards
- Applying and creating colour scheme
- Adding a custom background

Printing a Presentation

- Different printing options
- The Print dialog box

Creating and Running A Slide show

- What is a slide show?
- Navigating through a slide show
- Slide show transitions
- Slide show timing
- Hidden slides
- What are animation effects?
- Animation effects