

POWERPOINT COURSES



POWERPOINT BASICS

Learn how to open and run a slideshow, create a new presentation, work with text and objects, animations and the Slide Master.

Level:

For beginners

Prerequisites:

Basics of Windows (starting a program, maximising/minimising windows, closing a program, using the Windows file explorer).

Audience:

Most suitable for people who need to create basic presentations.

Aim:

of this course is to provide students with the knowledge required to create standard presentations with Microsoft PowerPoint. At the end of this course they will feel comfortable creating presentations, adding text and graphic content, formatting this content and using the presentation view. This course is most appropriate for people who have never used PowerPoint or who are self-taught.

Overview:

Module 1: The Environment

- Running PowerPoint
- The screen
- Opening files
- Using views

Module 2: Files and Slides

- Creating a new presentation
- Adding slides
- Using slide layouts
- Deleting slides
- Saving, and printing files

Module 3: Adding and Formatting Content

- Text
- Bullet list
- Pictures and ClipArt
- Word Art
- Table
- Drawing Objects
- Selecting, moving, copying objects
- Arranging, resizing, orienting, aligning, grouping objects.

Module 4: Presenting a Slideshow

- Starting the show
- Navigating slides
- Using presentation tools

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day