

Duration: One day

Associated courses: Powerpoint 2003 Advanced

Description	Pre-requisites
This course is designed for users who have had little or no exposure to Microsoft Powerpoint. It teaches the techniques that are required to put together a basic presentation. By the end of this course, participants will have the tools to create a professional presentation which looks consistent and complements a presenter.	Participants should be familiar with the Windows operating system and comfortable using a keyboard and mouse. Some knowledge of Word table and Excel charts may be useful but is not essential.

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<p>Overview</p> <ul style="list-style-type: none">Getting acquainted with the Powerpoint screenThe task paneThe slide windowThe notes paneThe thumbnail panelResizing the panelsChanging the magnification levelSlide Sorter view <p>Powerpoint basics</p> <ul style="list-style-type: none">Opening and closing a presentationCreating, editing and saving a presentationRunning a presentationNavigating through a presentation <p>Help</p> <ul style="list-style-type: none">Where to turn for helpUsing the Office AssistantUse the Powerpoint Help <p>Designing the slides</p> <ul style="list-style-type: none">Adding a title slideExploring different slide layouts<ul style="list-style-type: none">- bulleted lists, tables, graphics, charts and movie clipsChoosing a slide designCreating a slide background <p>Working with text and bullets</p> <ul style="list-style-type: none">Methods for inserting textChanging text attributesAdding bullets and numberingCustomising bullets	<p>Using the Editing tools</p> <ul style="list-style-type: none">Running a spell checkUsing synonymsUsing Find and Replace <p>Working with tables</p> <ul style="list-style-type: none">Different methods for creating a tableSelecting cells, rows and columnsApplying borders and shadingInserting and deleting columns and rowsMerging and splitting cellsQuickly formatting a table <p>Working with charts</p> <ul style="list-style-type: none">Creating a chartUsing the datasheetChanging the chart type <p>Working with pictures, WordArt and drawings</p> <ul style="list-style-type: none">Inserting a clipart or photoModifying a pictureCreating and manipulating WordArtExploring the Drawing toolbar <p>Outline Pane</p> <ul style="list-style-type: none">Rearranging presentation contentPromoting and demoting textCollapsing and expanding slide content <p>Working in the Slide Sorter view</p> <ul style="list-style-type: none">Copying, moving and deleting slides	<p>Slide master</p> <ul style="list-style-type: none">Using the slide and title master to create consistencyAdding slide numbersCustomising and positioning header and footer content <p>Animating a presentation</p> <ul style="list-style-type: none">Transitioning between slidesUsing preset animationsAnimating text and other objectsAnimating chart components <p>Running the slide show</p> <ul style="list-style-type: none">Hiding slidesActivating the slide showNavigating through the slide show <p>Printing a presentation</p> <ul style="list-style-type: none">Printing a presentation outlinePrinting the speaker notesPrinting handouts for distribution <p>Tips for becoming a better presenter</p> <ul style="list-style-type: none">The 3 Ms – mechanics, message and media
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