

## Course Content (1 Full Day)

### ***PowerPoint Orientation***

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus

### ***Working with Presentations***

- Opening an Existing Presentation
- Navigating a Presentation
- Switching between Views
- Task Panes
- Closing a presentation
- Returning to a Previous Presentation

### ***Creating a Presentation***

- Designing a Presentation
- Presentation Methods & Hardware
- Creating a New Presentation
- Adding Text Using the Outline Pane
- Saving a Presentation
- Adding Slides & Text
- Previewing a Slide Show

### ***Clip Art***

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Modifying Elements of Clip Art
- Rotating Clip Art
- Perusing your Clips
- Pasting from the Clipboard

### ***Drawing Objects***

- Drawing Tools
- Arrows & Lines
- AutoShapes
- Create a Flowchart
- Adding Connectors to Flowcharts
- Adding Text to Flowcharts
- Editing a Grouped Object
- Layering Objects

### ***Animation***

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

### ***Slide Show Navigation***

- Slide Sorter View
- Adding Speaker Notes
- Creating a Summary Slide
- Removing Slide Numbers
- Hyperlinks
- Internal Hyperlinks
- Hyperlink to another Application
- Presenting a Slide Show

### ***Printing & Publishing***

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Printing for Overhead Transparencies
- Web Page Preview
- Publish as Web Pages

### ***Text Techniques***

- Resize placeholders
- Delete placeholders
- Add WordArt
- Use speaker notes
- Use text pointer in slide show

### ***Tables, charts and diagrams***

- Create a table
- Create a Chart
- Create an organisation chart
- Change layout of organisation chart

### ***Slide Masters***

- View slide master
- Modify master font
- Modify master bullets
- Add logo to all slides
- Add slide numbers to all slides

### ***Templates***

- Create a template
- Use a template

### ***Media and Action buttons***

- Insert navigation buttons on all slides
- Insert sound effects
- Insert movie clip

### ***Set up shows***

- Set timing for slide show
- Loop slide show automatically
- Package slide show for CD distribution