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BUSINESS TRAINING CENTRE

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MICROSOFT POWERPOINT INTRODUCTION - LEVEL 1

A one-day course to introduce you to PowerPoint

Prerequisite: Introduction to Windows or Equivalent Prior Knowledge

Module 1: PowerPoint Basics

Open a Presentation

Interacting with PowerPoint

The View Toolbar

Using the Slides Tab

Using the Outline View

Closing PowerPoint

Closing Presentation

Minimise Ribbon

Getting Help in PowerPoint

About Online Help

Module 2: Building New Presentations

Creating a New Presentation

Adding a New Slide

Deleting a Slide

Editing a Slide

Creating Text

Cutting, Copying and Pasting Text

Using the Format Painter

Text AutoFit

Clipboard

Cutting, Copying and Pasting Slides

Re-using Slides

Slide Outline

Saving a Presentation

Save

Save As

Module 3: Formatting and Proofing

Formatting

Font

Paragraph

Bullets and Numbering

Adding Bullets/Numbers

Customising Bullets and Numbers

Removing Bullets and Numbers

Alignment

Using Justification

Using Columns

Changing Text Direction

Proofing

Spell Check

Using AutoCorrect

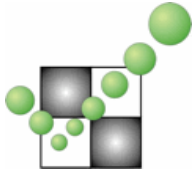
Module 4: Using Drawing Tools

Insert Shapes

Select one shape and drag over to the middle of slide

The Drawing Tools Ribbon

Customise Shapes



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Module 5: Working with WordArt and ClipArt

Adding and Formatting WordArt

Adding and Formatting ClipArt

Insert and Formatting ClipArt

Module 6: Using Tables and Charts

Working with Table

Insert a Table

Format a Table

Changing the Shade of a Fill

Applying Borders

Working with Charts

Creating and Linking Worksheet Charts and Graphs

Chart Tools Ribbon

Legends and Labels

Working with SmartArt

Creating SmartArt

SmartArt Tools

Design Ribbon

Format Ribbon

Resizing Diagrams

Module 7: Enhancing Presentations

Templates

Opening a Template

Using a Template

Creating a Template

The Design Ribbon