

Microsoft PowerPoint Introduction

SSA300: 1 Day; Instructor-led

Aims

Entirely hands-on, this course will provide those attending with a good basic understanding of how to create and manipulate charts, graphic images, organisation charts and how to create a rolling presentation on screen using Microsoft PowerPoint.

Audience

- New, recent or intended users of PowerPoint
- Anyone who needs to produce high quality slides, overheads and other presentation materials.

Prerequisites

A working knowledge of PC's, Windows and a mouse is assumed.

Course Outline

Please click below for a detailed outline for each PowerPoint version

[PowerPoint 2000 Introduction](#)

[PowerPoint XP Introduction](#)

[PowerPoint 2003 Introduction](#)

[PowerPoint 2007 Introduction](#)

Course Outline: PowerPoint Introduction 2000

- Introduction to PowerPoint
 - PowerPoint Screen
 - Creating a Presentation
 - Open / Close / Save Presentation
 - Using Slide Layouts
 - Creating a Title Slide
 - Selecting Text
 - Formatting Text
 - Alignment
 - Line spacing
 - Creating a Bulleted List
 - Changing the appearance of Bullets
 - Using Different Views
- Working with Graphic Objects
 - Inserting Clipart
 - Tabs
 - Using Outline View
 - Changing Colour Schemes
 - Using Templates
 - Creating a Slide Show
 - Creating Graphs
 - Creating Organisational Charts
 - Inserting WordArt
 - Customising Toolbars
 - Using Slide Master
 - Review & Close



Course Outline: PowerPoint Introduction XP

- Overview of New Features
- Introduction to PowerPoint
- PowerPoint Screen
- Creating a Presentation
- Open / Close / Save Presentation
- Using Slide Layouts
- Creating a Title Slide
- Selecting Text
- Formatting Text
- Alignment
- Line spacing
- Creating a Bulleted List
- Changing the appearance of Bullets
- Using Different Views
- Working with Graphic Objects
- Inserting Clipart
- Tabs
- Using Outline View
- Changing Colour Schemes
- Using Templates
- Creating a Slide Show
- Creating Graphs
- Creating Organisational Charts
- Inserting WordArt
- Customising Toolbars
- Using Slide Master
- Review & Close

Course Outline: PowerPoint Introduction 2003

- Overview of New Features
- Introduction to PowerPoint
- PowerPoint Screen
- Creating a Presentation
- Open / Close / Save Presentation
- Using Slide Layouts
- Creating a Title Slide
- Selecting Text
- Formatting Text
- Alignment
- Line spacing
- Creating a Bulleted List
- Changing the appearance of Bullets
- Using Different Views
- Working with Graphic Objects
- Inserting Clipart
- Tabs
- Using Outline View
- Changing Colour Schemes
- Using Templates
- Creating a Slide Show
- Creating Graphs
- Creating Organisational Charts
- Inserting WordArt
- Customising Toolbars
- Using Slide Master
- Review & Close

Course Outline: PowerPoint Introduction 2007

- Overview of New Features
 - Ribbons
 - Live Preview
 - Quick Access Toolbar
 - Microsoft Office Button
- PowerPoint Screen
- Creating a Presentation
- Open / Close Presentations
- Saving Presentations
- File Conversion/Version Compatibility
- Using Slide Layouts
- Slide Designs & Backgrounds
- Accessing Galleries
- Creating a Title Slide
- Selecting Text
- Formatting Text
- Alignment
- Line spacing
- Tabs
- Creating a Bulleted List
- Changing the appearance of Bullets
- Using Different Views
- Inserting Clipart
- WordArt
- SmartArt
- Creating Organisation Charts
- Shapes and Pictures
- Using Templates
- Creating Charts
- Printing Options
- Running a slide show
- Review & Close