USING MICROSOFT© POWERPOINT

We can offer training for any level of PowerPoint, from complete beginners to those with some experience. The following topics are meant only as a guide, as you can mix and match any combination of the topics to suit your needs or existing skills.

Understanding the basics

➢ Applying a pre-set design to a new or existing presentation
➢ Utilizing the master slide
➢ Adding headers or footers
➢ Creating, and effectively spacing, bulleted or numbered lists of information
➢ Changing the appearance of text by using basic text formatting tools
➢ Adding new slides; slide layouts; changing the order of slides
➢ Printing options
➢ Preparing speaker's notes and handouts

Adding visual effects

➢ Inserting pictures from files or clip art
➢ Adding background pictures, or changing background colour
➢ Creating shapes and drawings; adding text and grouping objects
➢ Using WordArt text effects and SmartArt graphics
➢ Animations and slide transitions

Presenting information

➢ Creating tables of information with or without Excel functions
➢ Creating charts/graphs from direct data input
➢ Creating charts/graphs linked to existing Excel data
➢ Creating organization charts

More advanced features

➢ Adding sounds to animations
➢ Creating hyperlinks to slides, other files or websites
➢ Applying timings
➢ Using the pen tool

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