



Microsoft PowerPoint – Beginners

About this course

Microsoft PowerPoint is one of the most widely used presentation software in the world. This introductory course will enable participants to acquire a working knowledge of MS PowerPoint, enabling them to create professional presentations, effectively and efficiently. Topics included in this beginner course include creating a slideshow, working with texts and images, using transitions and animations. Finally participants will be given tips for running their slideshow and the do's and don'ts of effective presentations.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Understand the principal of effective presentations
- Work with text and images
- Use transitions and animations for enhanced effectiveness
- Use charts to increase business understanding
- Create an effective slideshow
- Print the presentation – slides, handouts etc.,
- Perform a presentation using a slideshow

Who should attend

This course is suitable for those who have never used Microsoft PowerPoint or who are occasional users who have never had formal training

There are no pre-requisites for this course

Course syllabus

Module 1: Effective Presentations

- Introduction to presenting
- Slide shows do's and don'ts
- Voice projection
- Understanding audience needs
- Captivating your audience with PowerPoint

Module 2: Introduction and the PowerPoint Screen

- Accessing PowerPoint
- Using the ribbons
- Presentation Views
- Task Panes
- Shortcut keys

Module 3: Slides

- Selecting a new slide
- Reusing slides
- Duplicate selected slides
- Moving and coping slides

- When and why of standard slide layouts
- Applying templates
- Saving your presentation
- Printing single and multiple slides
- Printing handouts
- Adding headers and Footers

Module 4: Working with Text

- Adding text to your slides
- Cutting, copying and pasting text
- Using the title and body sections
- Formatting font
- Spelling and grammar checking
- Text alignment
- Bullet styles and levels
- Line spacing and Indents and tabs
- Background colours

Module 5: Illustrations

- Insert your logo on a slide
- Insert images, SmartArt, WordArt, Shapes
- Editing, cropping, resizing illustrations etc.,
- Insert text onto a shape
- Insert lines and arrows
- Grouping

Module 6: Charts

- Insert and edit charts
- Changing the chart type, colour & background colour
- Chart titles
- Adding data labels to the chart

Module 6: Transitions and Animations

- Adding transitions for effectiveness
- Transition best practices
- Advancing your slides – timing and cues
- Adding animations for effectiveness
- Animation best practices
- Animation pane
- Start, duration and delay in animation
- Reorder animations

Module 7: Slide Shows

- Running your slide show
- Tips and Tricks
- Options available when running your slideshow
- Hiding slides
- Displaying hidden slides within a slide show
- Addressing your slides verbally