

MS POWERPOINT Level 1



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

Learning Outcomes: At the completion of this course, students will be able to design, print and publish a brilliant presentation using SmartArt graphics and other PowerPoint formatting techniques.

Course Pre-Requisites: Microsoft PowerPoint Level 1 assumes students have little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Getting to Know PowerPoint

Starting PowerPoint From the Desktop
Understanding the Start Screen
Creating a New Blank Presentation
The PowerPoint Screen
How Microsoft PowerPoint Works
Using the Ribbon
Using Ribbon Key Tips
Showing and Collapsing the Ribbon
Understanding Backstage View
Accessing Backstage View
Changing the Office Theme
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding the Quick Access Toolbar
Adding Commands to the QAT
Understanding the Status Bar
Customising the Status Bar
Exiting Safely From PowerPoint

Your First Presentation

Creating Presentations in PowerPoint
Creating a Presentation
Applying Theme Variants
The Save As Place
The Save As Dialog Box
Typing Text Into a Slide
Inserting New Slides
Typing Text
Using the Outline Pane
Applying Slide Transitions
Saving a Presentation
Previewing a Slide Show
Closing a Presentation
Viewing Gridlines

Working With Presentations

Techniques for Selecting Text
Selecting Text Using the Mouse
Selecting Text Using the Keyboard
Editing Text in Insert Mode
Editing Text in Overtyping Mode

The Open Place
The Open Dialog Box
Opening a Presentation
Opening Multiple Presentations
Switching Between Open Presentations
Understanding Presentation Views
Changing Presentation Views
Navigating a Presentation
Using the Zoom Tool
Opening a Recent Presentation

Working with Text

Editing Text
Checking Spelling
Understanding Font Formatting
Applying Font Formatting
Applying Paragraph Formatting
Changing Bullet and Numbering Styles
Moving and Resizing Placeholders
Applying WordArt to Text
Converting Text to SmartArt

Slide Layouts

Understanding Slide Layouts
Inserting a Title Slide
Inserting a Title and Content Slide
Inserting a Section Header Slide
Inserting a Table
Inserting a Picture With Caption Slide
Inserting a Chart
Changing the Slide Layout

Smart Art

Understanding SmartArt
Inserting a SmartArt Graphic
Inserting Text Into SmartArt
Adding Shapes Below
Adding
Shapes Above
Adding Shapes Before and After
Adding an Assistant
Promoting and Demoting Shapes
Switching SmartArt Right to left

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Resizing SmartArt
Changing the SmartArt Layout
Applying a Colour Scheme
Applying a SmartArt Style
Deleting SmartArt Shapes

Shapes

Drawing Shapes
Resizing Shapes
Editing Shapes
Positioning Shapes
Arranging Shapes
Merging Shapes
Formatting Shapes
Using the Eyedropper
Copying Shapes
Aligning Shapes Using the Ribbon
Aligning Objects Using Smart Guides
Inserting and Formatting Text
Connecting Shapes
Grouping Shapes
Rotating Shapes

Preparing for Presentations

Using Slide Sorter View
Reusing Slides
Adding Sections
Adding Notes to Your Slides
Slide Numbers
About Hyperlinks
Creating an Internal Hyperlink
Creating a Hyperlink to Another Presentation
Creating a Hyperlink to Another Application
Keyboard Shortcuts for Navigating
Slide Shows
Using Resume Reading
Presenting a Slide Show

Printing Your Presentation

Understanding Printing
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages
Printing the Outline

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Using Smart Lookup
Printing a Help Topic

Brilliant Presentations

Planning a Presentation
Make It Readable
The Four Pillars of Great Design
Perfect Presentation Layouts
Presenting Polished Presentations
Presentation Methods and Hardware