Microsoft PowerPoint - Introduction

PowerPoint Basics

- Exploring the PowerPoint environment
- Help options
- Closing presentations and closing PowerPoint

Building New Presentations

- Creating new presentations
- Saving presentations
- Working in the outline tab
- Rearranging and deleting slides
- Using slides from other presentations

Formatting and Proofing

- Exploring text formatting
- Moving and copying text
- Setting tabs and alignment

Using Drawing Tools

- Drawing objects
- Using AutoShapes

Working with text in objects

- Enhancing objects
- Working with WordArt and Clip Art
- Working with WordArt
- Adding clip art

Enhancing Presentations

- Using templates
- Working with the slide master
- Working with multiple slide masters
- Adding transitions and timings
- Adding speaker notes and footers

Delivering Presentations

- Running presentations
- Printing presentations
- Exporting to other formats
- Saving presentations for web delivery

* Course content can be modified to suit your organisation

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