POWERPOINT (One Day)

Audience and Aims

This one day session is for those who are new to PowerPoint or have used the basics of building or editing presentation slides. This course will cover all the basics plus some of the more advanced features for creating house style themes and templates, apply custom animation, create multiple presentations for multiple audiences, reuse slides, integrate and incorporate data and links from files and webpages, create SmartArt graphics.

Objectives

On completion of the course delegates will be able to:

- ✓ Create a slide presentation with basic content working in a variety of PowerPoint views
- ✓ Insert and modify additional content – tables, images, charts and diagrams
- ✓ Create and edit Master slides to ensure consistent layout and house styles
- ✓ Apply animation and transition effects appropriate for target audience
- ✓ Create interactive slides with action buttons and hyperlinks
- ✓ Print audience handouts, presenter notes and slides
- ✓ Save and 'pack up' a presentation

Course Content

PowerPoint Interface
- Ribbon
- Quick Access Toolbar

Understanding PowerPoint Views
- Normal with Slide or Outline tab
- Slide Sorter
- Notes Page
- Slide Show
- Reading View

Creating Slides
- Slide Layouts – choosing and modifying
- Widescreen layout
- Inserting new slides
- Working in slide and outline view
- Understanding levels in PowerPoint
- Keyboard shortcuts to promote and demote bullet points

Text Placeholders
- Working with text placeholders
- Formatting
- Moving
- Resizing
- Bullet Point Levels
- Smart Art bullet points
- Font and Paragraph formats

Shapes
- Inserting shapes
- Aligning and distributing shapes

- Understanding the Stacking and Order commands
- Line-up and space objects equally
- Snap charts, pictures, and objects to a grid to align or format them
- Merge and Combine Shapes
- Combine shapes to create a custom shape
- Edit Points To Change Shape

- Reuse Your Custom Shape In Another Office Program
- Grouping and Ungrouping objects on a slide
- Selecting objects
- Selection Pane

Tables
- Inserting Tables
- Working with the Table tools ribbon
- Adding / Deleting columns and rows
- Formatting tables

Pictures
- Inserting Pictures from File
- Working with the Picture tools ribbon
- Formatting images
- Cropping and resizing and moving images
- Applying picture effects
- Compressing images
- Understanding colour and using the eyedropper tool

SmartArt Graphics (Diagrams)
- Inserting SmartArt Diagrams
- Creating Organisation Charts / Flow Charts / simple Process diagrams
- Formatting diagrams

- Modifying and amending diagrams
- Working with the SmartArt ribbon

Charts and Graphs
- Creating a Chart Slide
- Understanding chart types – Pie | Line | Column/Bar Charts
- Inserting Charts and chart data
- Amending chart data
- Changing chart types
- Modifying and amending charts
- Formatting Charts

Transition Effects
- Setting slide transition effects
- Advanced slide transition effects

Animations
- Setting animation on text placeholders
- Setting animations on objects
- Refining animations
- Animations Pane
- Animation Painter
- Motion Paths

Action Buttons and Hyperlinks
- Navigating a presentation using Action buttons
- Setting and removing Hyperlinks

Inserting Videos and Audio
- Insert video from social web sites
- Play music for the duration of your slide show

Slide Sorter view to review slide show
- Hiding slides
- Re-arranging slide order

Notes Page View
- Creating a presenter script in Notes Page

Setting up a Slide Show
- Tips and tricks for Presenters to navigate a slide show
- Improved Presenter Tools
- Presenter View
- Switch To Another Application Whilst Presenting
- Keyboard Shortcuts Whilst Presenting

Printing
- Setting up Headers and Footers, Slide (Page) numbers, Date and time stamps on:
  - Slides
  - Audience Handouts
  - Notes Pages
- Print Preview
- How to Print Slides, handouts and notes pages
- Printing in colour / black and white

Working with Master Views
- Setting up Slide Designs
- Creating a Master View with Master formats
- Ensuring all slides, placeholders are based on slide designs and templates
- Themes and variations

Working in Outline View
- Creating a multi-level List
- Collapsing & Expanding Slides
- Demote, Promote & Move slide data

Re-use slides and slide data
- Advanced Copy and Paste commands between Slide shows
- Use of the Clipboard in PowerPoint 2010

Multiple presentations
- Create Custom Shows within a presentation for multiple audiences

Master Slides and House Styles
- Create house styles on Master Slides
- Repeating logos, headers and footers

Animation Tools
- Create entry, exit and emphasis customisation to keep your audience focused
- Use the Animation Pane and Animation Painter

Multimedia
- Insert Videos from file
- Insert Videos from web sites

Comments for Reviewing Slides
- Add, Edit, Or Delete Comments In a Presentation