Microsoft ® PowerPoint 2013 – Introduction

Duration: 1 day

This course has been designed to give a solid grounding in PowerPoint. It will explore all the slide types from multi-level bullet to charts and graphs, and will explore how to run the slideshow effectively.

Course Objectives

Upon completion of this course participants will be able to:

- Navigate your way around PowerPoint
- Work with bullets and numbers
- Insert and work with graphic images
- Use Tables
- Create basic charts
- Use Smart Art
- Use Design Theme
- Use the range of print options available in PowerPoint
- Set-up and run a slide show

Course Outline

Using Basic Presentation Skills
- PowerPoint Dos and Don'ts!
- Looking at Slide Layouts
- Deciding the best Layouts to use
- Adding a New Slide
- Changing/Resetting the Layout
- Duplicating Slides

Working with the Presentations
- Entering text into a Presentation
- Moving/Copying text between slides
- Selection techniques
- Dealing with Slide Text overload

Working with Bullets/Numbers
- Creating Bulleted and Numbered lists
- Applying a Picture Bullet
- Working with Sub-bullets

Using Graphic Images
- Working with graphics
- Using the Insert Clip Art task pane

- Inserting, formatting & resizing a picture

Using Tables
- Inserting a table
- Editing a Table
- Formatting a Table
- Adjusting table cells

Creating Basic Charts
- Using charts in presentations
- Creating a chart
- Deleting data from the datasheet
- Entering the data into the datasheet
- Changing the chart type
- Copying a Chart from Excel into a presentation

Using SmartArt
- Creating SmartArt diagrams
- Editing SmartArt
- Using the SmartArt ribbon bars

Design Theme
- Applying a built-in Design theme
- Changing a Design Theme

Printing
- Selecting Page Setup options
- Printing slides
- Printing hand outs and Notes Page

Running the Show
- Preparing to present
- Running a slide show
- Navigating a slide show
- Using the Pen tool to annotate
- Changing the Pen Tool colour