

ARROW COMPUTER TRAINING

Telephone: 01827 61906

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INTRODUCTION TO POWERPOINT – Stage 1 Course

Overview

The Introduction to PowerPoint course will enable students to identify and use the component features within PowerPoint. This course is designed for new users, or users that have been self taught on PowerPoint and need further help. The course covers all aspect of creating a presentation from basics through to running a presentation with animation. Students will be taught to create and manipulate on-screen and print based presentations.

Prior Knowledge Requirements

No previous experience of PowerPoint is required to attend this course but a basic knowledge of Windows, keyboard and mouse skills are necessary.

The course covers the following areas:

Introduction to PowerPoint

- What is a Presentation
- Demonstration
- Using Help
- PowerPoint Views

Creating a New Presentation

- Creating A New Presentation
- Title Slides
- Working with Placeholders
- Entering and Editing Text
- Adding New Slides
- Slide Layouts
- Changing the slide layout
- Saving the Presentation

Formatting Text

- Selecting Text
- Formatting Text
- Formatting Backgrounds
- Formatting Numbered and Bulleted Lists
- Moving text
- Copying text
- Using the Format Painter
- Formatting text using Slide Master

Slide Sorter View

- Moving slides
- Copying slides
- Deleting slides

Slide Shows

- Running a Slide Show
- Set Timings for a Presentation
- Controlling a slide show
- Slide Navigator
- Hiding Slides

Printing Presentations

- Using Print Preview
- Printing Handouts
- Printing Notes Pages
- Printing Outline View

Transitions and Animation

- Transition Effects
- Building Bullet Points
- Previewing Animations
- Animation Schemes
- Custom Animation

Tables

- Create a table
- Adding text
- Inserting columns and rows
- Table Formatting

Charts

- Create a chart
- Editing the Chart Type
- Editing the Chart Options
- Create an organisation Chart
- Editing an organisation Chart

Graphics and Drawing

- Inserting Clip Art
- Using Graphic Files
- Working with drawing toolbar
- Inserting shapes and lines

Outline View

- Entering text in Outline View
- Promote/demote text
- Changing order of slides

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POWERPOINT ADVANCED COURSE

Overview

This course will enable participants to move on from the basics of PowerPoint and build full presentations with interactive media elements. The course will focus on using advanced features of PowerPoint to enable the student to create professional presentations.

Prior Knowledge Requirements

All attendees to an Advanced PowerPoint course must be proficient with the elements covered in the PowerPoint Introduction course.

The course covers the following areas:

Revision of Basics

- Creating presentations
- Formatting text and presentations
- Running Slide Shows
- Transitions and Animation
- Slide Show Preparation

Slide Masters and Templates

- Viewing the Slide Master
- Adding logos to every slide
- Formatting the background
- Colour Schemes
- Setting Watermarks
- Format Title Area and Object Area
- Adding Headers and Footers
- Inserting a second Slide Master
- Preserving a Slide Master
- Viewing the Title Master
- Editing the Title Master
- Viewing the Notes Master
- Headers and Footers for Notes Master
- Applying Design Templates
- Slide Design Task Pane
- Creating your own design Template
- Apply your own design template
- Change the settings of the default design

Slide Show Advanced Options

- Adding Hyperlinks to a presentation
- Creating Action Buttons
- Viewing speaker notes
- Creating a custom show
- Options for custom shows

Multi-media

- Inserting a movie file
- Inserting sounds and music
- Adding CD Tracks

Working with Other Applications

- Linking Data from Word and Excel
- Embedding Data from external sources
- Sending Slides to Word to Create Handouts

Presenting with PowerPoint

- Using Pack and Go option
- PowerPoint Viewer
- Setting the Meeting Minder
- Publishing to the Web

Creating Drawings

- Drawing basic shapes freehand
- Creating regular shapes
- Formatting Shapes
- Creating Auto Shapes,
- Moving and Copying Shapes
- Working with Guides and Visible Grid
- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Ordering and Grouping Objects
- Inserting and formatting text within a shape
- Inserting WordArt

Graphics and Clipart

- Inserting Clip Art
- Moving and Resizing
- Re-colouring Clip Art
- Grouping and Ungrouping Clip Art
- Text flow around Graphics
- Adding Text Boxes