PowerPoint Fundamentals

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Presentation Basics
- Navigating the PowerPoint Interface
- Ribbon Commands, Dialog Boxes & Task Panes
- Opening, Saving & Closing Presentations
- Creating Presentations using Templates

Creating, Editing & Navigating
- Selecting, Moving & Resizing Objects
- Rotating & Deleting Objects
- Creating & Inserting New Slides
- Changing Slide Layouts
- Working with Text Boxes
- Working with Bulleted Lists
- Selecting, Editing & Deleting Text
- Moving & Copying Text

Formatting & Proofing Tools
- Formatting Text
- Bulleted & Numbered Lists
- Change Case
- Using Spell Check

Drawing Tools, WordArt & Graphics
- Drawing & Formatting Shapes
- Flipping & Rotating Shapes
- Working with Stacked Objects
- Creating & Editing WordArt ★
- Inserting & Manipulating Pictures
- Using Icons

SmartArt
- Inserting SmartArt Objects
- Adding, Editing & Deleting SmartArt Shapes
- Formatting SmartArt
- Converting Text to SmartArt

Charts ★
- Inserting Charts & Graphs
- Entering & Editing Chart Data
- Modifying Chart Layouts

Slide Design
- Applying Themes
- Theme Variants
- Slide Sizes
- Background Styles

Viewing & Showing Slides
- Slide Sorter
- Slide Show View
- Slide Transition Effects
- Animating Objects

Page Setup & Printing
- Using Print Preview
- Printing Slides, Notes & Handouts

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:
Those who have little or no experience of PowerPoint who need to be able to create, edit, format and run professional presentations.

Learning Outcomes:
By the end of the course delegates will be able to produce presentations using a variety of predefined templates which include text, bulleted lists, images and charts. They will also be able to run a slide show with transition effects.

Prerequisite Skills:
Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.

★ Feature not supported in PowerPoint online