

Microsoft PowerPoint Beginner

Course Content

An introduction to Microsoft PowerPoint, designed to provide new users with a solid grounding, exploring features that will enable them to create and present slide shows of high presentation quality.

Objectives: The objectives are to demonstrate the use of PowerPoint tools in order to create slides and handouts, and the various features such as animation and backgrounds to create and present a slideshow.



Topics:

- What is PowerPoint ?
- Working with Text
- Inserting and formatting Autoshapes
- Inserting Clipart, and WordArt
- Using the Drawing Toolbar
- Working in different views
- Using Backgrounds and Designs
- Printing Slides, Handouts and Speaker Notes
- Adding animation to text and slides
- Running a slide show