



Microsoft PowerPoint (Introduction)

2016



Topics Covered:

Getting to Know PowerPoint

Starting PowerPoint From the Desktop
Understanding the Start Screen
Creating a New Blank Presentation
The PowerPoint Screen
How Microsoft PowerPoint 2016 Works
Using the Ribbon
Using Ribbon KeyTips
Showing and Collapsing the Ribbon
Understanding Backstage View
Accessing Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding the Quick Access Toolbar
Adding Commands to the QAT
Understanding the Status Bar
Customising the Status Bar
Exiting Safely From PowerPoint

Your First Presentation

Creating Presentations in PowerPoint
Creating a Presentation
Applying Theme Variants
The Save As Place
The Save As Dialog Box
Typing Text Into a Slide
Inserting New Slides
Typing Text Using the Outline Pane
Applying Slide Transitions
Saving a Presentation
Previewing a Slide Show
Closing a Presentation

Working With Presentations

The Open Place
The Open Dialog Box
Opening a Presentation
Opening Multiple Presentations
Switching Between Open Presentations
Understanding Presentation Views
Changing Presentation Views
Navigating a Presentation
Using the Zoom Tool
Opening a Recent Presentation

Working With Text

Editing Text
Checking Spelling
Understanding Font Formatting
Applying Font Formatting
Applying Paragraph Formatting
Changing Bullet and Numbering Styles
Moving and Resizing Placeholders
Applying WordArt to Text
Converting Text to SmartArt

Slide Layouts

Understanding Slide Layouts
Inserting a Title Slide
Inserting a Title and Content Slide
Inserting a Section Header Slide
Inserting a Table
Inserting a Picture With Caption Slide
Inserting a Chart
Changing the Slide Layout

SmartArt

Understanding SmartArt
Inserting a SmartArt Graphic
Inserting Text Into SmartArt
Adding Shapes Below
Adding Shapes Above
Adding Shapes Before and After
Adding an Assistant
Promoting and Demoting Shapes
Switching SmartArt Right to Left
Resizing SmartArt
Changing the SmartArt Layout
Applying a Colour Scheme
Applying a SmartArt Style
Deleting SmartArt Shapes

Shapes

Drawing Shapes
Resizing Shapes
Editing Shapes
Positioning Shapes
Arranging Shapes
Merging Shapes
Formatting Shapes
Using the Eyedropper

Copying Shapes

Aligning Shapes Using the Ribbon
Aligning Objects Using Smart Guides

Inserting and Formatting Text

Connecting Shapes

Grouping Shapes

Rotating Shapes

Preparing for Presentations

Using Slide Sorter View
Reusing Slides
Adding Sections
Adding Notes to Your Slides
Slide Numbers
About Hyperlinks
Creating an Internal Hyperlink
Creating a Hyperlink to Another Presentation
Creating a Hyperlink to Another Application

Keyboard Shortcuts for Navigating Slide Shows

Using Resume Reading
Presenting a Slide Show

Printing Your Presentation

Understanding Printing
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages
Printing the Outline

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window

Navigating the Help Window

Using Google to Get Help

Printing a Help Topic

Brilliant Presentations

Planning a Presentation
Make It Readable
The Four Pillars of Great Design
Perfect Presentation Layouts
Presenting Polished Presentations
Presentation Methods and Hardware

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

Delivery Modes:

- On-Site
- Customised Courses



Tel: (07) 3325 3267

Fax: (07) 3264 4488

Post: PO Box 731
Albany Creek QLD 4053

Email: info@envisagetraining.com.au
Web: www.envisagetraining.com.au

Last Updated: Apr 2016
MSPP01

Duration:

1 Full Day



Who should attend:

The skills and knowledge acquired in this workshop are sufficient to be able to create real-world slide shows. Participants will learn how to create, print and publish presentations.

Course Pre-requisites:

This workshop assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Intermediate
- Microsoft Word Advanced
- Microsoft Office