



# 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
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## Delivery Modes:

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## 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

