

# Microsoft Powerpoint 2016 Introduction Course 1 Day

## OVERVIEW

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

## WHO SHOULD ATTEND

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft Office PowerPoint presentations.

## PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.**

<b>GETTING STARTED</b>	<b>BASIC TABLES</b>
<ul style="list-style-type: none"> <li>• Screen Layout / Navigation</li> <li>• Save / Closing / Opening a Presentation</li> <li>• Slide Shows</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a Table</li> <li>• Table Formatting</li> <li>• Inserting from another application</li> </ul>
<b>STARTING A PRESENTATION</b>	<b>BASIC CHARTS</b>
<ul style="list-style-type: none"> <li>• Entering / Modifying Text</li> <li>• Inserting New Slides</li> <li>• Slide Layouts</li> <li>• Slide Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a Basic Chart</li> <li>• Formatting a Chart</li> <li>• Chart Options</li> <li>• Importing from another Application</li> </ul>
<b>FORMATTING</b>	<b>WORKING WITH GRAPHICS</b>
<ul style="list-style-type: none"> <li>• Character Formatting</li> <li>• Left, Centre, Right, Justified Alignment</li> <li>• Bullet Points and Numbering</li> <li>• Line Spacing</li> <li>• Indents</li> <li>• Borders and Shading</li> <li>• Slide Colour</li> </ul>	<ul style="list-style-type: none"> <li>• Resize Objects</li> <li>• Copying / Duplicating / Moving Objects</li> <li>• Formatting Objects</li> <li>• Grouping / Ungrouping Objects</li> <li>• Adding Clipart and Pictures</li> <li>• Drawing Lines and Shapes</li> <li>• Inserting WordArt</li> <li>• Object Transitions</li> </ul>
<b>WORKING WITH SLIDES</b>	<b>PREPARING TO PRESENT</b>
<ul style="list-style-type: none"> <li>• Moving/Copying/Deleting Slides</li> <li>• Slide Themes</li> <li>• Slide Transitions</li> </ul>	<ul style="list-style-type: none"> <li>• Spell Check and Grammar Check</li> <li>• Printing Options</li> </ul>

## DEBY JAMES ASSOCIATES