

Swanston IT

Microsoft PowerPoint

Duration: 1 day

What you will cover in this course:

Assuming you have a basic understanding of Windows, you will learn to take advantage of the features listed below.

Introduction

- Opening a presentation
- Saving & Closing a presentation
- Changing views
- Changing scales of views
- Moving to different slides/notes pages
- Adding a new slide

Working With Text

- Editing and formatting text
- Bullets
- Setting indents and tabs

Charts/Graphs

- Creating and editing charts

Working With Powerpoint Objects

- Selecting objects
- Grouping objects
- Adding text to a shape
- Editing objects

Using The Master

- Switching to the 'master'
- Editing the 'master'
- Graphics in the 'master'
- Headers and Footers

Templates & Colour Schemes

- Changing the template
- Working with colour schemes

Organisational Charts

- Creating and editing org. charts

Using Powerpoint With Other Applications

- Bringing information into PowerPoint
- Copying / linking

Using Clip Art

- Inserting objects

Slide-Shows

- Introduction to presenting with PowerPoint