

PowerPoint Basic

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint presentations.

The PowerPoint environment

- Start PowerPoint
- Identify components of the user interface
- Work with the Ribbon
- Use commands on contextual tabs
- Change presentation views
- Use PowerPoint's help options
- Exit PowerPoint for Windows

Create a presentation

- Create a new presentation
- Insert slides and change slide layout
- Save a presentation

Modify a presentation

- Open and close an existing presentation
- Edit and format text
- Create and format bullet list
- Apply slide transition
- Apply a theme

Work with graphics

- Create and size objects
- Move objects
- Insert pictures from file

PowerPoint Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify PowerPoint presentations.

The PowerPoint environment

- Start PowerPoint
- Understand the screen layout
- Change presentation views
- Use PowerPoint's help options
- Exit PowerPoint

Creating a presentation

- Create a new presentation
- Insert slides and change slide layout
- Save a presentation

Modify a presentation

- Open and close an existing presentation
- Edit and format text

Work with graphics

- Create and size objects
- Move and copy objects
- Insert clipart pictures and pictures from file
- Format objects and autosshapes
- Format clipart
- Align and distribute objects
- Rotate and flip objects
- Group and ungroup objects and clipart
- Add effects
- Create and manipulate Wordart

Work with text

- Create a bulleted or numbered list
- Adjust line and paragraph spacing
- Create and manipulate Word tables in slides

Customise a presentation

- Use templates

Adding charts and smartart

- Create and edit charts
- Create and edit smartart
- Create effective flow charts

Prepare to deliver a presentation

- Add speakers notes
- Add slide transition and animated effects
- Set animation order and timing
- Hide and redisplay slides
- Set up a presentation for maximum effect
- View presentation and use presentation tools
- Print preview and print presentations
- Print an outline, handouts and speakers notes

Customise the environment

- Customise the Quick Access Toolbar
- Customise the status bar
- PowerPoint options
- Compatibility checker



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PowerPoint Advanced

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information. Learners should have completed PowerPoint Intermediate or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who need to enhance their foundational skills for creating slide shows and presentations using PowerPoint. As well as gaining knowledge of professional presentation skills. It is ideal for people preparing for certification as a Microsoft Office Specialist in PowerPoint.

What will be covered?

- Use outline view to create presentations
- Create slide, handout and notes masters
- Create and use templates
- Create and save a theme
- Add headers and footers
- Create handouts

- Import slides from file
- import slides from outline

- Send data to Microsoft word
- Send presentation to mail recipient for review

- Save presentations as slide shows
- Check compatibility

- Embed and link objects

- Add and edit comments

- insert and edit movies
- Insert and edit sounds
- Insert and edit hyperlinks
- Insert action buttons and change settings

- Create and format a photo album

- Use package for CD

- Protect a presentation
- Mark a presentation as final