



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft PowerPoint Level 1

Duration: 1 Day

Objectives: Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Getting Started

- Starting the Program
- The PowerPoint Screen
- The Task Pane
- Moving Around Microsoft PowerPoint
- The PowerPoint Menus
- Shortcut Menus
- Toolbars

Beginning a PowerPoint Presentation

- Creating a Title Slide
- Creating a Bullet Slide
- Editing Slides
- Spelling

Drawing Tools

- Working with Drawing Tools
- Working with text and drawn objects
- Enhancing drawn objects

Clip art and WordArt

- Using Clip art
- Using WordArt

Organisation Charts and Charts

- Creating an Organisation Chart
- Organisation Chart Options
- Creating a Chart
- Editing a column in a Chart

Templates and Slide Masters

- Selecting and applying Templates
- Changing text and bullets in Slide Master
- Removing Slide Master objects and adding a footer

Slide show

- Slide Show Options
- Adding Transition and Animation
- Running a Show Manually
- Running a Show Automatically
- Working with Speaker Notes
- Printing a Presentation

Working with Meeting Notes

- Using Meeting Notes
- Sending Slides to Microsoft Word