

Meteor IT

Training Course Outline

Microsoft PowerPoint - Foundation

Duration: 2 hours

Overview and pre-requisites

This course is intended for people who need to be able to create presentations to be delivered by themselves or other people. Attendees must be familiar with the basic concepts of a PowerPoint presentation, such as slides and animation, and may previously have edited slideshows which others have created, or produced basic shows from scratch.

This session is intended to improve trainees' skills for producing better presentations, and customising the style, layout and animation of the slides to suit their needs. Most of the techniques covered are relatively simple; the aim is to ensure a high level of confidence in using these methods to their best advantage. There will be an emphasis on producing highly effective presentations without unnecessary effort, through use of time-saving approaches and shortcuts.

Specific topics to be covered

Trainees will practice using several of the core features of PowerPoint:

- Using the different modes and views– slide editor, slide sorter, outline, slide show
- Adding new slides of an appropriate type, understanding the built-in content areas
- Formatting text and bullets of different levels
- Adding visual content such as shapes, lines, arrows, and text boxes
- Creating diagrams using several visual elements; using align and distribute functions
- Using the keyboard for shortcuts and for accurate placement of objects
- Inserting other content such as a picture from an existing file
- Running a slide show: forwards, backwards, jumping to a specific slide, hidden slides
- Printing out handouts for the audience