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Microsoft PowerPoint Introduction / Intermediate

Duration: 1 Day

Overview:

PowerPoint is a presentation graphics program—software that helps you create a slide show presentation. A slide show presentation is made up of a series of slides that can contain charts, graphs, bulleted lists, eye-catching text, multimedia video and sound clips, and more.

PowerPoint makes it easy to generate and organize ideas, and it provides tools for creating the parts of an effective slide show. PowerPoint also makes it easy to create slide show supplements, such as handouts, speaker's notes, and transparencies.

So whether you need to put together a quick presentation of sales figures for your management team or create a polished slide show for your company's stockholders, Aspect Training's Microsoft PowerPoint Introduction/Intermediate course will help you present your information efficiently and professionally.

Prerequisites:

There are no prerequisites for this course.

Continued over....



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Course Topics:

Introduction

Using Presentations
AutoContent Wizard
PowerPoint Interface
View Options
Working with Slides
Task Panes
Workspace Views
Photo Album

Creating Presentations

Slide Building
Create Slides
Slide Layouts
Save/Save Options
File Options

Editing Presentation

Edit Text
Editing Options
Find & Replace
Bullet Levels
Slide Control

Formatting Text

Formatting Basics
Font Options
Replace Font
Bullets
Bulleted Lists
Font Variations

Sound & Video

Animation
Sound
Using CD Audio

Editing Tools

Indents
Tabs
Text Boxes
AutoCorrect
Spelling Corrections
Style Options
Spell Check
Style Check

Working in Outlines

Outline View
Outline Manipulation
Adding Content
Working with Word
Importing

Drawing Options

Lines
Drawing Tools
Colours
Fill Effects
Order
Manipulating
AutoShapes/3-D

Objects

Insert Clip Art
Edit Clip Art
Word Art

Slide Design

Backgrounds
Colour Schemes
Design Templates

Images

Insert Pictures
Picture Controls
Working with Pictures