G-Cats Geelong Computer and Training Services

LEARNING OUTCOMES

By the end of this course participants will be able to:

* Work with the basic features of PowerPoint

* Work with presentations

* Create a new presentation

* Learn how to add slides with different layouts

* Insert text into a slide and modify it

* Insert and modify clip art in your presentation

* Draw and work with shapes

* Create and work with tables and charts

* Create and work with SmartArt

* Create animations in a presentation

* Create and work effectively with themes

* Navigate a slide show in PowerPoint

* Use a range of printing techniques

* View and modify slide masters

* Create and use custom templates

* Find the information you need in Help

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

POWERPOINT PRESENTATIONS

* Opening a presentation
* Navigating between slides
* Using the Zoom tool and changing views
* Switching between multiple files
* Using Help, Undo and Redo
* Creating a new presentation
* Searching your Presentation

MANIPULATING SLIDES

* Inserting slides with particular layout
* Modifying the slide layout
* Changing the background colour
* Applying a theme to a presentation
* Moving, copying and deleting a slide
* Moving slides between presentations

TEXT BOXES (PLACEHOLDERS)

* Using text boxes (Placeholders)
* Resizing and moving a text box
* Compatibility issues

FONT FORMATTING

* Changing the font type, size and colour
* Bold, italic or underline formatting
* Strikethrough and shadow effects
* Character spacing and changing case

PARAGRAPH FORMATTING

* Text alignment and Columns
* Using numbering and bullet points
* Changing the list level and line spacing
* Using outline view and notes
* Text direction and AutoFit
* Using the format painter

TABLES

* Inserting a table and applying a style
* Background shading and table effects
* Applying borders to cells
* Inserting and deleting rows or columns

ILLUSTRATIONS (GRAPHICS)

* Selecting, moving and copying
* Resizing and stretching an illustration
* Inserting pictures, Clip Art and shapes
* Inserting SmartArt and Charts

FORMATTING GRAPHICS

* Line weight, style and colour
* Applying a shadow to an illustration
* Rotating or flipping an illustration
* Layering and aligning illustrations
* Grouping and ungrouping objects
* Graduated and semi-transparent effects
* Applying 3-D effects to a drawn object

CHARTS

* Creating a chart
* Column, bar, line or pie slice colours
* Applying chart styles and layouts

ORGANISATIONAL CHARTS

* Creating an organisation chart
* Adding labels to items
* Adding a co-worker and subordinates

TEMPLATES AND SLIDE MASTERS

* Templates, Slide Masters and Themes
* Creating and saving a template
* Creating footers and inserting the date
* Handout and Notes Masters

SLIDE SHOW ANIMATION EFFECTS

* Animation effects & Custom animation
* Changing the sequence of animation
* Inserting Action Buttons
* Setting Mouse over properties
* Using slide timings and looping options
* Hiding slides & Displaying hidden slides
* Annotating slide shows

MEDIA CLIPS

* Inserting a sound clip & modify volume
* Controlling when the sound is played
* Hiding a the sound clip icon
* Insert a movie clip and Play full screen

SLIDE MANIPULATION

* Merging slides or presentations
* Merging a word-processed outline
* Applying graduated background fill colours, texture and patterns
* Saving a slide in gif, jpeg or bmp

PRINTING

* Spell-checking
* Using Portrait or Landscape orientation
* Selecting your output format

CUSTOMISING AND COMPATIBILITY ISSUES

* Modifying PowerPoint options
* Compatibility issues when saving a presentation
* Other file types you can use when saving a presentation
* Saving a presentation as a template
* Creating a new presentation based on a customised template
* Minimising the Ribbon

PRESENTATION PLANNING AND DESIGN

* Planning for the right environment
* Physical issues and design considerations
* Colour issues within a presentation
* Using a storyboard and time-line