Microsoft PowerPoint Training
Microsoft PowerPoint Beginner

Who Should Do This Course?

This is an introductory course designed for people who need to know how to use PowerPoint.
Upon completion of the course, participants should be able to create, print and publish presentations for a range of purposes.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion
• Training manual
• 12 months FREE email support
• FREE class re-sit (if necessary)

About The Course

During this 1 day course, instructors introduce PowerPoint, including navigation and creating basic presentations with text, pictures, drawings and animations. A hands-on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Publish presentations.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

• Work with the basic features of PowerPoint
• Work with presentations
• Create a new presentation
• Work with various slide layouts
• Insert text into a slide and apply basic formatting
• Draw and format shapes
• Create and work with SmartArt
• Navigate a slide show in PowerPoint
• Use a range of printing techniques
• Find the information you need in Help

Content

Unit 1: Getting to Know PowerPoint

• Starting PowerPoint From the Desktop
• Understanding the Start Screen
• Creating a New Blank Presentation
• The PowerPoint Screen
• How Microsoft PowerPoint Works
• Using the Ribbon
• Using Ribbon KeyTips
• Showing and Collapsing the Ribbon
• Understanding Backstage View
• Accessing Backstage View

• Using Shortcut Menus
• Understanding Dialog Boxes
• Launching Dialog Boxes
• Understanding the Quick Access Toolbar
• Adding Commands to the QAT
• Understanding the Status Bar
• Customising the Status Bar
• Exiting Safely From PowerPoint

Unit 2: Your First Presentation

• Creating Presentations in PowerPoint

- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show
- Closing a Presentation

Unit 3: Working With Presentations

- The Open Place
- The Open Dialog Box
- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Opening a Recent Presentation

Unit 4: Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt

Unit 5: Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

Unit 6: SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above

- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

Unit 7: Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Unit 8: Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show

Unit 9: Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

Unit 10: Getting Help

- Understanding How Help Works
- Using Tell Me

- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic

Unit 11: Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware

Looking for course dates?

To view a full list of course dates, please visit our website at **www.dynamicwebtraining.com.au**
Alternatively please contact our office on **1300 888 724**