



INTRODUCTION TO MICROSOFT® POWERPOINT

DESCRIPTION

ARE YOU NEW TO MICROSOFT POWERPOINT? THROUGH THIS AMAZING SLIDESHOW PROGRAM YOU TO SET UP PROFESSIONAL LOOKING PRESENTATIONS WITH EASE. ADD PICTURES, CLIPART, AND GRAPHICS TO YOUR PRESENTATIONS AND ENHANCE YOUR PRESENTATION WITH CUSTOM ANIMATIONS AND SOUNDS. LEARN THE BASICS OF THIS USER FRIENDLY PROGRAM AND WOW YOUR AUDIENCE.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- CREATE NEW PRESENTATIONS
- SAVE YOUR PRESENTATIONS
- SHOW DIFFERENT VIEWS OF YOUR PRESENTATION
- CHANGE YOUR PRESENTATION SETUP
- USE THEMES
- INSERT AND FORMAT TEXT
- INSERT GRAPHICS & MEDIA
- CUSTOMIZE ANIMATIONS
- PREVIEW YOUR SLIDE SHOW
- CREATE NOTES & HANDOUTS
- PRINT & SHOW YOUR PRESENTATION

TARGET AUDIENCE

THIS HANDS-ON WORKSHOP IS INTENDED AS AN INTRODUCTION TO THE BASIC FEATURES OF THE MICROSOFT POWERPOINT PROGRAM. BASIC COMPUTER SKILLS ARE AN ESSENTIAL PREREQUISITE HOWEVER, NO PREVIOUS EXPERIENCE WITH A PRESENTATION PROGRAM IS NECESSARY.

CONTENT

- ▣ BASIC TERMINOLOGY
- ▣ CREATING A BLANK PRESENTATION
- ▣ USING TEMPLATES
- ▣ PANES
 - OUTLINE
 - SLIDE
- ▣ SAVING YOUR PRESENTATION
- ▣ DISPLAYING YOUR PRESENTATION
- ▣ SLIDE MASTERS
 - FOOTERS
 - DATE & TIME
 - SLIDE NUMBERS
- ▣ PRESENTATION SETUP
- ▣ INSERTING & DELETING SLIDES
- ▣ CHANGING SLIDE LAYOUTS
- ▣ DUPLICATING & REARRANGING SLIDES
- ▣ CHANGING THEMES & COLOURS
- ▣ WORKING WITH TEXT BOXES
 - EDIT MODE
 - SELECT MODE
- ▣ MANIPULATING TEXT IN PLACEHOLDERS
- ▣ FORMATTING TEXT
- ▣ CREATING & CUSTOMIZING LISTS
 - BULLETS
 - NUMBERING
- ▣ INSERTING GRAPHICS & MEDIA
 - PICTURES & CLIPART
 - SHAPES & SMARTART
 - TABLES & CHARTS
 - MEDIA CLIPS & SOUND
- ▣ CREATING CUSTOM ANIMATIONS
- ▣ PREVIEWING YOUR PRESENTATION
- ▣ CREATING NOTES & HANDOUTS
- ▣ PRINTING YOUR PRESENTATION
- ▣ CUSTOMIZING YOUR SLIDESHOW