

## Microsoft PowerPoint Training – Level 1 Course Contents - Duration: 1 Day

### What we will learn:

#### **The PowerPoint Screen**

The PowerPoint Interface  
Getting Help

#### **Creating a Basic Presentation**

Creating new presentations  
Saving, closing and opening  
Selecting/altering the slide layout  
Creating title and bullet slides  
Entering and editing text  
Formatting text and bullets  
Inserting clipart and pictures

#### **Moving, Copying and Deleting**

Cut and paste to move text or slides  
Copy and paste to duplicate text or slides  
Changing the order of slides  
Deleting text, graphics or slides

#### **Slide Appearance**

Applying background colours and colour schemes  
Applying design templates  
Using the master slides

#### **Organisational Charts**

Creating and modifying organisational charts

#### **Introduction to Drawing Objects**

Drawing and modifying lines/shapes/text boxes  
Applying 3D and shadow effects

#### **Slide Set Up**

Sizing slides for different mediums  
Changing the slide orientation

#### **Preparing for Distribution**

Adding speaker notes  
Adding slide numbers  
Proofing slides

#### **Printing**

Printing notes pages and handouts  
Printing all or part of the presentation

#### **Transitions and Animation**

Adding slide transitions  
Using and changing preset animation

#### **Delivering a Presentation**

Starting a slide show  
Navigating slides during a slide show  
Hiding slides