





# PowerPoint

## Essentials


 **Overview:**  
This course is designed to give new users an overview of the concepts of on screen presentations and using PowerPoint for printed and on-screen output. Students will create presentations which incorporate clipart and graphics and run an on-screen presentation.

✓ **Prerequisites:**  
Students must have basic keyboard and mouse skills and be familiar with the Windows operating system.

 **Who should attend:**  
The course has been designed for new users of PowerPoint.

 **Benefits:**

- Learn to structure a presentation in PowerPoint
- Use various slide layouts to add interest
- Manage colours, fonts and text alignment
- Add and manage graphics
- Add slide transitions and animations

 **Learning Outcomes:**

- Use the Slide Master to set up the colour scheme and fonts for the presentation
- Design presentations using a variety of slide layouts
- Add Slide transitions
- Animate objects on a slide
- Produce Audience Handouts
- Learn how to rehearse and run a presentation from PowerPoint

 **Version(s):**  
2013, 2016, 2019, 365

 **1 day**

 **Course times:**  
9:00am-4:30pm



 **To book this course:**  
**Call: 1300-2-GO-CTS**  
**Web:** [www.ctstraining.com.au](http://www.ctstraining.com.au)  
**Email:** [info@ctstraining.com.au](mailto:info@ctstraining.com.au)

 **Certificate of Attendance**  
**Non-accredited course**



# Content:

## \* Starting PowerPoint

- Starting a Presentation
- Using the PowerPoint Screen
- Understanding the Ribbon
- Using the Task Pane
- Slides and Slide Layouts
- Exiting PowerPoint

## \* Building Presentations

- Creating a new presentation
- Entering Text into a Presentation
- Saving a New Presentation
- Understanding Presentations and Slide Shows
- Opening an Existing Presentation
- Adding a New Slide
- Using Different Slide Layouts
- Bullet Lists
- Tables, charts, SmartArt Graphics, Clipart and Video
- Chart & Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

## \* Navigating a Presentation

- Navigating Slides
- Switching Views - Normal View, Multiple Slides, Slide Show
- Changing the Magnification
- Changing the Slide Layout

## \* Outline Pane

- Creating a Bulleted List
- Collapsing and Expanding Slides
- Demote /Promote Text Lines
- Moving Text Lines
- Adding Slides in the Outline Pane
- Delete Slides from the Outline Pane
- Rearrange Slides in the Outline Pane

## \* Review

- Checking Spelling as You Type
- Running the Spelling Checker
- Finding and Replacing Text

## \* Slide Designs

- Understanding Slide Themes
- Working with Colour Schemes, Font Schemes and Effects
- Changing the Font & Size
- Changing Font Style and Effect
- Managing Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing

## \* Working with Graphics

- Adding Shapes
- Formatting Shapes - fills, colours and special effects
- Copying Drawing objects
- Rotating Objects
- Modifying Objects
- Combining Text with drawing object
- Layering Objects

## \* Slide Master

- Using a Slide Master
- Changing the Slide Master
- Using Headers and Footers

## \* Designing and Running Presentations

- Slide Show View
- Transitions & Animations
- Transitions
- Adding Present Animations
- Slide Timings
- Rehearsal
- Running a Slide Show

## \* Printing

- Page Setup Options
- Printing Slides
- Printing Outlines, Speaker Notes & Handouts
- Send Presentations via E-mail
- Publish a Presentation to the Web