

PowerPoint Introduction

Course Aim

To create a professional looking Presentation with Speaker Notes, Charts, Slide Transitions and Animation.

Intended for

Those new to PowerPoint. Those needing to create Presentations with a professional, consistent style.

Prerequisites

Basic typing skills.

Duration and Timings

This is a 1-day course, running from 9:30 am to 4:30 pm.

Start 9.30 am

Session 1

Introduction to PowerPoint

Introduction to the Screen
Create a four-slide Presentation
Add Introduction and Recap Slides
Create Speaker Notes
Look at the different Views and Printing Options

10-minute Break

Session 2

Masters

Add a Design Theme
Add a Transition to your Presentation
Change the Bullet point style in Slide Master
Add a Header and Footer in Slide Master
Add a Picture or Logo in Slide Master
Run through your Presentation in Slide Show View

Lunch 1.00 to 2.00 pm

Session 3

Drawing shapes and SmartArt

Create Shapes and use Drawing Tool Formats
Align Shapes, Stacking Order
Create a Cycle Graphic, Create an Organisation Chart

10-minute Break

Session 4

Animation

Use Animation to give you control of your Presentation
Run through your Presentation

Finish 4.30 pm