

Microsoft PowerPoint – Level 1 (Basic) – 1 day

Microsoft Office PowerPoint is an application that can be used to create professional presentations that consist of multiple slides. In the latest versions of PowerPoint animations are possible, for example text on the slide that flies in, or graphics in slide that disappear.

Spoken word and music can also be inserted. By use of hyperlinks one can refer to other Microsoft Office files or movies.

Prerequisites for this course are General basic skills of Windows and knowledge of Word to the extent of the Level 1 course.

Content

Explore PowerPoint

- What do you do with PowerPoint
- The button “Tell me what you want to do” (only in Office 2016)
- Describe Screen and Views
- Use the Ribbon
- Customize the Quick Access Toolbar
- Open and save a presentation
- Use the Help system

Create a presentation

- Use existing templates
- Create a new presentation
- Add text
- Add slides
- Change slide layout
- Format text
- Bullets and numbering
- Check spelling
- Format a Textbox
- Set background
- Order slides
- Use themes
- Ink Equations

Graphical objects in your presentation

- Work with Shapes
- Work with Pictures/Clip Art
- Work with SmartArt
- Work with hyperlinks
- Work with WordArt

Tables and Charts

- Create a table
- Format a table
- Create a chart
- Format a chart
- Import a chart from Excel
- Linked data/chart from Excel

Animations

- Animations (Entrance, Emphasis, Exit en Motion Paths)
- Apply animations on text
- Apply animations on a chart
- Animation settings/options

Finishing a presentation

- Slide transitions
- Add notes
- Create Handouts
- Save as a PowerPoint show

For more information:
www.westhaghe.com