

## Microsoft PowerPoint Basic

Microsoft 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 in a slide that Appear or Fade In, or graphics in a 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.

## Course duration

The duration of the course is six hours completed in one day.

## Audience and prerequisites

Prerequisites for this course are general basic skills of Windows and you also master the topics of our Word Basic course.

## Summary

### *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 and 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