



MOUSELITERATE

PowerPoint Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required

Session One

Getting Started with PowerPoint

- Explore the User Interface and the Ribbon
- Customise the Quick Access Toolbar
- Understand the use of task panes
- Navigate among different views
- General presentation design

Working with Slides

- Create a blank presentation
- Enter text
- Enter and edit text
- Delete a slide
- Modify the order of slides
- Move and copy text
- Copy text from Microsoft Word

Editing a PowerPoint Presentation

- Select, move, resize, delete and copy PowerPoint objects
- Undo, redo and repeat edits
- Add a text box

Formatting and Proofing Tools

- Use Themes
- Change text fonts and case
- Change the text alignment
- Change paragraph and line spacing
- Add different graphical bullets
- Add AutoNumber bullets
- Use the Format Painter to copy formatting
- Check spelling
- Find and replace text

Session Two

Working with Pictures and Drawings

- Add a picture from the Clip Gallery
- Draw basic shapes and AutoShapes
- Change a shape to a different AutoShape
- Move, rotate, align and distribute objects
- Scale and size an object
- Place, wrap and format text inside a shape
- Apply formatting to different shapes
- Create a group of objects

Creating a Slide Show

- Start a slide show on any slide
- Use on-screen navigation tools
- Add transitions to slides
- Animate text and objects

Printing Slides and Handouts

- Preview the presentation in Print Preview
- Preview a presentation in black and white and grayscale
- Print slides in a variety of formats
- Add and print speaker notes
- Print audience handouts





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PowerPoint Intermediate Course Outline

These sessions are designed for people who have a good foundation in the use of Microsoft PowerPoint. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Using Templates and Masters

- Set Up a Slide Master
- Modify the Slide, Notes and Handouts Masters
- Insert headers and footers and slide numbering
- Create customised slide layouts
- Create custom Themes

Customising Presentation Slides

- Change tab formatting
- Create a custom background with colours and fill effects
- Add textured and patterned backgrounds
- Create a custom presentation

Using PowerPoint with Other Applications

- Insert or paste a linked or embedded object
- Export an outline or slides to Word
- Create a new presentation from existing slides
- Copy a slide from one presentation into another
- Insert an Excel chart or worksheet

Session Two

Using Tables on Slides

- Create a table in PowerPoint
- Modify and format a PowerPoint table
- Add a table from Word

Creating Diagrams in PowerPoint

- Create SmartArt diagrams
- Modify SmartArt diagrams

Delivering a Presentation

- Hide slides
- Customize slide component animations
- Add Multimedia Elements
- Set and rehearse automatic slide timings
- Add an action button
- Add links to slides within the presentation
- Insert a hyperlink
- Automatically create a summary slide

