

Objectives Delegates will learn how to create and format a Presentation. From simple text-based Slides through to more complex animated Screen Shows.

Prerequisites Some experience using a modern PC system would be a benefit.

Duration 1 day

The topics covered on the course are,

1 Introduction

- Tour of the Screen
- The Ribbon
- Quick Access Toolbar
- Setting Options

2 Text Based Presentations

- Entering a Title Slide
- Adding the Next Slide
- Entering Bulleted Lists
- Working in Outline View
- Saving and Closing Presentations

3 Master Layouts

- Viewing the Slide Master
- Modifying Master Layouts
- Inserting a Header and Footer

4 Formatting Text

- Selecting the Text to Change
- Scope of Formatting Changes
- Formatting Basics

5 Working with Slides

- Insert New Slides
- Slide Sorter View
- Drag and Drop Slides

6 Working with Graphics

- Inserting Shapes
- Drawing Lines
- Selecting Shapes
- Resizing and Reshaping Shapes
- Moving and Copying Shapes
- Formatting Shape Appearance
- Arranging Shapes

7 Inserting Objects

- Inserting Clip Art
- Inserting Other Pictures
- Inserting an Organisation Chart
- Inserting a Chart

8 Notes Pages and Handouts

- Notes and Handout Masters
- Adding Notes to a Slide
- Printing Presentations

9 Slide Shows

- Applying Theme
- Setting Transitions between Slides
- Animation within a Slide
- Running the Presentations