

PowerPoint Beginners Objectives for a One-day Course (6 hours)

The PowerPoint Interface

Saving Presentations

- Password Protection

Slide Masters

- Slide Orientation and size
- Adding company logos
- Formatting a master
- Inserting slide numbers, dates/times and footers

Themes

Formatting the Background

- Hiding graphics

Organising Slides

Slide Layouts

Selecting, Formatting and Amending Text

- Embedding Fonts
- AutoFit Options
- Spelling and Grammar Checking

Cut, Copy and Paste

Reusing Slides from Other Presentations

Creating and Managing Sections

Using the Notes Pane

PowerPoint Views

- Outline View
- Slide Sorter View
- Notes Page View
- Reading View

Graphics

- Shapes
- SmartArt
- Pictures
- Design Ideas tool (365 only)
- Icons (365 / 2019 onwards)

Slide Transitions

Animation Schemes

Printing

Setting Up the Show

- Hiding Slides
- Showing a Presentation
- Set Up Show options

Optional Extras:

- Tables
- Charts
- Notes and Handout Masters