

Microsoft PowerPoint

Duration: 1 Day

Description

Microsoft PowerPoint provides a wealth of tools to help you deliver content in almost any situation. By taking advantage of the tools that PowerPoint has to offer you will be able to create presentations that not only stand out from the crowd, but also don't take up all of your time to create.

By the end of the course you will be able to organise your content, create presentations quickly and with minimum fuss, enhance them with high impact visuals, and deliver dynamic presentations.

Delegates will learn how to

- Understand the PowerPoint interface and common terminology
- Create basic presentations using text, bullet points and speaker notes
- Incorporate graphical elements such as images and shapes
- Work with tables, charts and SmartArt diagrams
- Add interactivity to presentations using hyperlinks and actions
- Utilise PowerPoint's multimedia handling capabilities by working with audio and video
- Apply formatting to a presentation, including footers and themes
- Apply effects including transitions and animations
- Setup, control and manage slide shows and PowerPoint's presenter's view

Outline

Introducing PowerPoint

- The PowerPoint environment
- PowerPoint terminology
- Viewing modes
- Navigating a presentation

Creating a basic presentation

- Working with slides

- Using bullets
- Speaker notes
- Managing slides
- Reusing existing slides
- Working with a presentation outline

Working with images

- Inserting, managing and formatting pictures
- Applying image adjustments

Working with shapes and objects

- Basic drawing tools
- Formatting and customising shapes
- Further drawing tools
- Managing objects

Incorporating diagrams

- Working with tables
- Presenting data using charts
- SmartArt diagrams

Multimedia and interactive elements

- Hyperlinks and actions
- Working with video
- Screen Recordings
- Incorporating audio

Formatting a presentation

- Headers and footers
- Using presentation themes
- Slide sizing

Transitions and animations

- Slide transitions
- Working with animations

Delivering a presentation

- Running a slide show
- Setting up a slide show
- Working with custom slide shows

- Controlling the slide show
- Using Presenter View
- Slide handouts