
POWERPOINT BASIC COURSE OUTLINE

This is a one-day course. The Learners work through examples with the Facilitator, practical exercises are completed during the training session. It is recommended that the two-day course is attended.

Introduction	Formatting A Presentation
Creating A Presentation	Apply A Theme To A Presentation
Opening A Template	Apply Colours/Fonts/Effects
Getting Yourself Orientated With The Powerpoint Screen	Customizing The Background Using The Master
The Office Button	Formatting A Presentation Using The Font Group
The Title Bar	Changing The Font Style Of Text
The Ribbon	Changing The Font Size Of Text
Groups	Changing Text Attributes
The Quick Access Toolbar	Changing The Case Of Text
Customising The Quick Access Toolbar	Changing The Font Colour
The Status Bar	Insert A Special Character Or Symbol
Adjusting The Zoom Of The Screen	Superscript And Subscript
Powerpoint Views	Changing The Character Spacing Of Text
Scroll Bars	Formatting Using The Format Painter
The Ruler	Clear Formatting
Closing A Presentation	Changing Line Spacing
Selecting In Powerpoint	Formatting Paragraph Spacing
Typing In A Placeholder	Changing Paragraph Spacing
Typing In A Text Box	Page Setup And Orientation
Editing Text	Page Setup
The Undo And Redo Command	Changing The Orientation Of Slides
Opening An Existing Presentation	Printing A Presentation, Handouts And Notes Pages
Navigating Between Open Files	Finding Text
Saving A Presentation	Finding And Replacing Text
Saving A Presentation For The First Time And Creating A Folder	Spelling And Grammar Check
Saving Changes To A Presentation	Change Settings To Check Words In Uppercase
Saving A Presentation As A Copy	Typing Notes In The Notes Pages
Saving A Presentation As A Show	Indents
Saving As A Presentation As A 97-2003 Presentation	Increase And Decrease Indent Icons
Converting A File Into A 2007 File	Dragging The Indents On The Ruler
Templates	Bullets
Saving A File As A Template	Changing Bullets To Numbers
Opening A Template	Setting Tabs
Inserting Slides	Removing Tabs
Changing The Layout	Headers And Footers
Using The Masters	Inserting A Logo/Picture Into The Master
Slide Master	Inserting Slides From Another Presentation
Handouts Master	Outline View
Notes Master	