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## POWERPOINT COMPLETE COURSE OUTLINE

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This is a two-day course. The Learners work through examples with the Facilitator, the manual contains exercises for reinforcing the Learners knowledge during the training course.

Introduction	Printing A Presentation
Creating A Presentation	Printing Handouts And Notes Pages
Getting Yourself Orientated With The PowerPoint Screen	Finding Text
The File Tab	Finding And Replacing Text
The Title Bar	Spelling And Grammar Check
The Ribbon	Change Settings To Check Words In Uppercase
Groups	Indents
The Quick Access Toolbar	Increase And Decrease Indent Icons
Customising The Quick Access Toolbar	Dragging The Indents On The Ruler
The Status Bar	Bullets
Adjusting The Zoom Of The Screen	Changing Bullets To Numbers
PowerPoint Views	Setting Tabs
Typing Notes In The Notes Pages	Removing Tabs
Scroll Bars	Headers And Footers
The Ruler	Inserting A Logo/Picture Into The Master
Closing A Presentation	Inserting Slides From Another Presentation
Selecting In PowerPoint	Outline View
Typing In A Placeholder	The Illustrations Group
Typing In A Text Box	Inserting Pictures
Editing Text	Inserting Pictures On Your Computer
The Undo And Redo Command	Inserting Online Pictures
Opening An Existing Presentation	Resizing Clip Art
Navigating Between Open Files	Creating A Photo Album
Saving A Presentation	Inserting A Screenshot
Saving A Presentation For The First Time	Inserting Shapes
Saving Changes To A Presentation	Selecting Shapes
Saving A Presentation As A Copy	Selecting Multiple Shapes
Saving A Presentation As A Show	Formatting Shapes
Saving As A Presentation As A - Presentation	Drawing Lines And Arrows
Converting A File Into A File	Drawing A Curve
Templates	Formatting Lines
Saving A File As A Template	Changing Shapes
Opening A Template	Resizing A Shape
Inserting Slides	Adjusting The Shape
Changing The Layout	Rotating The Shape By Dragging
Using The Masters	Rotating And Flipping A Shape Using The Icons
Slide Master	Connecting Shapes
Handout Master	Adding Effects To Your Shapes
Notes Master	Add An Action Button To A Shape
Formatting A Presentation	Hyperlinks
Apply A Theme To A Presentation	Grouping Objects
Apply Colours/Fonts/Effects	Ungrouping Objects
Customizing The Background	Typing In A Shape
Formatting A Presentation Using The Font Group	SmartArt
Changing The Font Style Of Text	Changing The Layout
Changing The Font Size Of Text	Changing The Colour And Style
Changing Text Attributes	Adding Shapes
Changing The Case Of Text	Adding Bullet Points
Changing The Font Colour	Converting Text Into A SmartArt Graphic
Insert A Special Character Or Symbol	Creating An Organization Chart Using SmartArt Graphics
Superscript And Subscript	Creating Charts
Changing The Character Spacing Of Text	Changing The Chart Type
Formatting Using The Format Painter	Changing The Chart Style
Clear Formatting	Customizing The Chart
Changing Line Spacing	Adding A Title
Formatting Paragraph Spacing	Legend Options
Changing Paragraph Spacing	Data Labels
Page Setup And Orientation	Formatting Text In The Chart
Page Setup	Inserting Tables

Inserting Rows  
Inserting Columns  
Deleting Rows  
Deleting Columns  
Resizing A Table  
Aligning Text In A Table  
Changing The Style  
Resize A Column  
Distribute The Columns  
WordArt  
Formatting WordArt  
Inserting Video  
Inserting Sound  
Change The Way Sound Is Played  
Setting Up Your Slide Shows  
Slide Show Views  
The Setup Group

Setting Up Annotations  
Using Annotations  
Hiding A Slide  
Displaying A Slide During A Presentation  
Unhide A Slide  
Rehearsing Timings  
Remove Timing  
Run A Continuous Slide Show  
Animating Slides  
Animating An Object  
Adding More Animations To The Same Object  
Adding Sound, Adjust Timing And Text Animation  
Adding Transitions To Slides  
Adding A Transition