



Microsoft PowerPoint 2007-2019/365

Level 1: Getting Started

1 Day Course

Training at Your Office

COURSE DESCRIPTION

PowerPoint is the standard for presentations, but many people don't know how to use it properly—especially if they have to go back to work on a presentation that was created previously. This course breaks down the process of working with PowerPoint to its very basics and then builds them back up again so that you can edit or create any presentation quickly and effectively.

Course Prerequisite: knowledge of basic Windows use and ability to use keyboard and mouse.

COURSE TOPICS

Overview

- What Is A Presentation Program?
- Placeholders
- Understanding The Different Slide Views

Working With Text

- Drawing a Placeholder vs. Using Preset
- Typing Regular Text
- Moving And Sizing Text Frames
- Changing Fonts, Alignment, Colour, Spacing
- Formatting Placeholders
- Adding Borders And Shading
- Shape Effects & Quick Styles
- Eyedropper Tool for Colour Matching
- Copying Formats with Format Painter
- Bullet & Numbered Lists

Adding Clip Art & Other Pictures

- Inserting Clip Art
- Changing Clip Art
- Editing Clip Art
- Inserting Other Pictures
- Formatting Pictures

Drawing Tools (Basic Overview)

- Drawing Toolbars
- Lines & Arrows
- Rectangles & Squares, Ovals & Circles
- Text Boxes
- Polygons & Freehand
- Selecting Shapes
- Moving & Sizing
- Formatting (Fill & Line Attributes)
- Adding Text to Shapes
- Grouping & Ungrouping
- Order, Align, Grid
- Rotate & Flip
- Editing Points

Graphs

- Adding A Graph – e.g. Pie, Bar/Column
- Working With Data Sheets or Excel Data Sheets
- Chart Options
- Legends, Gridlines, Data Labels, Scaling
- Plot Frames
- Chart Buttons
- 3D Views
- Cutting Slices
- Formatting (Patterns, Fonts, Numbers)
- Changing Chart Types
- Pie Chart Tips

Master Pages & Themes

- Change Slide Layout
- Setting Default Fonts, Bullets
- Adding Clip Art To Every Page
- Working with Themes
- Slide Master vs. Title Master, Other Master Pages

General

- Introduction to Slide Shows
- Presenter View
- Re-ordering slides
- Duplicating Objects or Entire Slides
- Saving / Opening / Closing / New Printing



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