

COURSE CONTENT

- ❖ **Introduction: Starting PowerPoint**
 - Installed Templates
 - Installed Themes
 - Blank and Recent
- ❖ **The PowerPoint Screen**
 - The Office Button
 - The Quick Access Toolbar
 - The Ribbon
 - * Minimising the Ribbon
 - Command tabs, Contextual tabs
 - Using the Rulers
 - * Showing or hiding the Rulers
 - The Status Bar
 - The Vertical Scroll Bar
- ❖ **PowerPoint Views**
 - Normal view
 - Slide sorter view
 - Slide show view
- ❖ **Creating Presentations**
 - Adding slides
 - Duplicating slides
 - Deleting slides
 - Adding notes
 - Creating slides in the Outline view
 - Creating an Agenda Slide
- ❖ **Closing Presentations**
- ❖ **Setting the size and orientation of slides**
- ❖ **Working with text**
 - Using text placeholders
 - The text box method
- ❖ **Formatting text**
 - Changing the font style and size
 - Creating and changing colour schemes
 - Shadowing and embossing text
 - Copying and pasting formats
 - Changing the case of text
 - Changing line spacing
 - Changing spacing before or after a paragraph
- ❖ **Inserting symbols and special characters**
- ❖ **Saving a presentation**
 - Saving a presentation with a different name
 - Saving a presentation as a Slide Show
- ❖ **Templates**
 - Using built-in templates
 - Creating a template
 - Saving a template
 - Opening a template
- ❖ **Finding and replacing text**
- ❖ **Checking spelling**
- ❖ **Opening an existing presentation**

LEVELS 1, 2 & 3 Unit Standards 116933, 116930, 117923

Microsoft PowerPoint is a powerful presentation graphics software package. Its innovative tools can help you design professional-looking presentations. Whether you need quick overheads or dazzling effects for an on-screen presentation, PowerPoint has it all.

- ❖ **Bullets and numbering**
 - Changing bullets and numbering
 - Changing the distance between bullets and text
 - Changing bullets to numbers
 - Promoting and demoting bullets
 - Creating customised bullets from logos and pictures
- ❖ **Working with the Slide Master**
 - Creating a format for the Slide Master
 - Changing Master slide layouts
 - Working with the Notes Master
 - Inserting headers and footers

2 Day Course

The Microsoft PowerPoint course includes all training material, lunch, teas/coffees and certificate.

Who should attend?

- Managers who need to fine tune presentations
- Personal Assistants
- Secretaries
- Researchers

Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course. Should be au fait with either Microsoft Word or Excel.

- ❖ **Setting Tabs and Indents**
 - Setting tab stops
 - Changing tab type
- ❖ **Inserting other files into a presentation**
- ❖ **Changing the layout of slides**
- ❖ **Printing a presentation**
 - Print options
 - Printing Slides, Handouts, Notes Pages and Outline
 - Printing colour slides in black and white
- ❖ **Adding background and shaded colour to slides**
 - Using Design Themes
 - Applying background styles
- ❖ **Working with Objects**
 - Using Guides
 - Drawing Lines and Curves
 - Drawing AutoShapes, Squares and Circles
 - * Formatting lines and AutoShapes
 - * Changing AutoShapes
 - Resizing and adjusting objects
 - * Keeping AutoShapes in proportion when resizing
 - Drawing shapes from the centre outward
 - Connecting objects
 - Drawing and changing Arcs
 - Selecting and moving objects
 - Copying and duplicating objects
 - Grouping and ungrouping objects
 - Adding 3D and shadow effects to objects
 - Rotating and flipping objects
 - Overlapping objects
- ❖ **Typing text in shapes**
 - Fitting text inside an AutoShape/Object
- ❖ **Using WordArt for special text effects**
 - Formatting WordArt
 - Editing WordArt
- ❖ **Creating Tables**
 - Inserting a table
 - Formatting a table
 - Editing a table
- ❖ **Creating Organization Charts**
 - Adding boxes to Organization Charts
 - Formatting Organization Charts
- ❖ **Creating Charts / Graphs**
 - Modifying charts
 - Changing chart styles and layouts
- ❖ **Creating Diagrams**
 - Using SmartArt graphics
 - Changing SmartArt styles and layouts
- ❖ **Slide Shows**
 - Creating and running a slide show
 - Animating and building slides
 - Adding transitions
 - Adding annotations
 - Hiding and unhiding slides in a presentation
 - Rehearsing a slide show
 - * Remove automatic timing
 - Setting up a slide show to run automatically
- ❖ **Using the Clip Gallery**
 - Inserting clipart and pictures
 - Editing pictures
 - Recolouring clipart
 - Modifying clipart
 - Creating a watermark
 - Ungrouping and grouping ClipArt
 - Rotating ClipArt
 - Recolouring ClipArt
 - Inserting and working with Bitmaps and scanned pictures
- ❖ **Creating Hyperlinks**
 - Inserting an action button
- ❖ **Creating a Photo album**
- ❖ **Adding music, sounds and videos**
 - Inserting a sound or video from the Clip gallery
 - Inserting a sound or video from another location
- ❖ **Presentation tips**

Presentations

We specialise in creating Corporate Templates for PowerPoint presentations.

Phone now for a quotation to convert your presentation into a "Killer" presentation.

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates

www.konitek.co.za