



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft PowerPoint (all versions)

Level 1 – New User (1 day)

- what's new in your version?
- overview of PowerPoint features and capabilities
- functional elements of the PowerPoint screen
- obtaining help
- opening, closing, saving and searching for files
- creating a new presentation using Wizards and Templates
- inserting, deleting and moving slides, (including using Slide Sorter)
- working with text and bullet point slides
- working with table and chart slides, (including chart customisation)
- adding graphic images, (including ClipArt and Pictures)
- creating a slide show - using slide transitions and timings
- applying simple animations to enhance visual impact

Level 2 – Regular User (1 day)

- review of good presentation design concepts and techniques
- editing ClipArt and adjusting image properties
- creating your own drawings and graphics using the drawing tools
- using Outline view to organise your presentation
- using the proofing tools and Find and Replace to make global corrections
- using more complex animations to enhance visual impact
- changing the presentation template or layout
- changing the slide background and colour scheme
- working with masters
- using the Pack and Go feature to save large presentations on floppy disk or CD

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