



## Microsoft PowerPoint Basic

It is essential that delegates be proficient PC and Windows 98/NT/ME/XP users.

### Pre-requisites

Designed for people who have little or no experience of using a presentation program

### Course Objectives

By the end of the course delegates will be able to create an animated presentation using existing templates. Use different page layouts including text, bullets, charts and graphics

### Course Content

**0930hrs to 1630hrs**

<ul style="list-style-type: none"><li>• Create Presentations from templates<ul style="list-style-type: none"><li>○ Use AutoContent Wizard</li><li>○ Changing templates</li></ul></li><li>• Delete slides</li><li>• Enter bulleted information</li><li>• Format text<ul style="list-style-type: none"><li>○ Font</li><li>○ Size</li><li>○ Shadow</li><li>○ Colour</li><li>○ Indent</li></ul></li><li>• Use drawing tools<ul style="list-style-type: none"><li>○ To draw objects</li><li>○ To edit objects</li></ul></li><li>• Scale and resize objects</li><li>• Find and replace</li><li>• Spell check</li></ul>	<ul style="list-style-type: none"><li>• Use Animation<ul style="list-style-type: none"><li>○ Add transitions</li><li>○ Use Animation Schemes</li><li>○ Change slide sequence</li></ul></li><li>• Change tabs</li><li>• Changing page layouts<ul style="list-style-type: none"><li>○ Add ClipArt</li><li>○ Create graphs</li><li>○ Import graphs from Excel</li><li>○ Create tables</li><li>○ Create organisation charts</li><li>○ Customise bullets</li></ul></li><li>• Create Speakers Notes</li><li>• Add links to other slides in the presentation</li><li>• Print slides in various formats</li><li>• Hide slides</li><li>• Change background of slides</li></ul>
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