

## Microsoft PowerPoint Standard

### 1 Getting Started

This session will get you started, introduce the features of PowerPoint and prepare you to display a slide show.

Aims of this session

To enable you to operate PowerPoint, adjust it to suit your own needs, and display a slide-show.

On completing this session you will be able to

- Open and close PowerPoint
- Open an existing presentation and save changes
- Adjust settings and understand views
  - Views
  - Personalised menus
  - Positioning toolbars
  - Displaying toolbars
  - Zoom
- Display and navigate through your slide-show
- Hide a slide, and show only selected slides
- Save to different file formats
- Use the print options
- Use the Help functions

### 2 Text in slides

Aims of this session

This session introduces the options for creating new presentations, and explores the use of slide styles, text placeholders and formatting options.

On completing this session you will be able to

- Create a new presentation
- Select presentation design and slide layout
- Format fonts size, type, style and colour
- Use placeholders and text boxes
- Control Autofit

### 3 Presentation style

Aims of this session

This session aims to develop the use of design templates and colour schemes, and the use of images and drawing tools to enhance a presentation.

On completing this session you will be able to

- Use and adjust colour schemes
- Insert objects
- Format slides
- Draw graphics

## 4 Creating a template

Aims of this session

To understand the steps required to make a useful presentation template

On completing this session you will be able to

- Create a slide master
- Create a title master
- Create a notes master
- Create a template

## 5 Adding effects

Aims of this session

To enable you to enhance your presentation by using animation effects on your slides and transition effects between slides.

On completing this session you will be able to

- Select and apply transition effects
- Apply automatic transition effects
- Select and apply animation to objects on your slides
- Apply automated animation
- Save your presentation for ease of delivery

## 6 Creating and using templates

Aims of this session

To enable you to create and save a presentation style, which you can re-use to create personalised presentations quickly. Also to import presentation content from a document.

On completing this session you will be able to

- Use the master slide to set styles for all slides
- Create a Title master
- Use the Notes master
- Create a template to save your styles
- Use outline view
- Import an outline from Word