

**Who is this for?**

*PowerPoint now offers more creative opportunities than ever before to help make your presentations lively, informative, interesting and finished with that professional polish. You may never have touched PowerPoint before, or may have simply found your own way through the program. You'll want to be producing presentations on a regular basis, either smartening up somebody else's or creating your own. It is also likely you will be giving them as well!*

**What does it cover?**

*This course gives you the essential skills to create presentations from scratch with confidence, modify existing presentations, produce high quality speaker notes and audience handouts and apply a variety of special effects to your presentations. You'll learn to use PowerPoint effectively as a communications tool, avoid some of the common pitfalls with presentations, and discover tools and useful features you can employ when giving the presentation.*

**How long is it?**

*One day as a group, or can be split into several sessions if required for individuals.*

**Where is it run?**

*On your site, at home, or via one of the venues we use.*

**I'm interested ...**

*Just email us on [enquiries@whitehorsect.co.uk](mailto:enquiries@whitehorsect.co.uk) or visit [www.whitehorsect.co.uk](http://www.whitehorsect.co.uk) to get in touch.*

## Course content

**An overview of PowerPoint**

*The 3 typical uses  
The main screen  
The Ribbon and its tabs*

**Starting from scratch ...**

*Starting with a blank presentation  
The different slide layouts  
Adding new slides  
Changing the slide layout*

**Adding a little text ...**

*Adding and editing text  
Formatting text on slides  
Text special effects  
Duplicating text with drag'n'drop  
Replacing text*

**Paragraph options ...**

*Alignments, line spacing and indents*

**Making your point**

*Adding bullets for emphasis  
Changing the bullet and size  
Adding numbering*

**Becoming visual - clip art & images**

*Adding clip art & images  
Moving and resizing  
Cropping an image*

**Slide Designs**

*Applying a slide design overall  
Applying to selected slides  
Adding backgrounds  
Adding headers & footers*

**Previewing the presentation**

*The Slide Show tab  
Slide Show Icon*

**The different slide views**

*Normal view  
Using Slide Sorter view  
♦ Moving slides around  
Deleting slides  
Hiding slides  
Notes view*

**Adding interest ...**

*Transitions between slides – how and when  
Customising a transition  
Adding a delay  
Formatting an image  
♦ Adding a border  
♦ Adding a shadow, shape and other effects to an image*

*More overleaf...*

### **Bring the slide to life – adding basic animation**

*Adding an entrance, emphasis and exit effect*

*Changing the animation options*

*Changing when animations happen*

*Building a bulleted list with animation*

### **Creating notes & handouts**

*Making notes as you go along*

*Viewing your notes*

*Creating handouts*

- ♦ *Within PowerPoint*
- ♦ *Sending your slides to Word*

### **Giving the presentation**

*Screen options*

*Mouse pointer options*

*Annotating slides*

- ♦ *Retaining/discarding annotations*

### **Going behind the scenes**

*Understanding the slide masters*

*Modifying the slide master*

*Modifying the title master*

### **Better presentations - adding tables**

*Inserting a table*

*Adding / deleting rows and columns*

*Changing column widths and heights*

*Applying table styles*

- ♦ *Selecting pre-set designs*
- ♦ *Setting style options*

*Cell alignments & text direction*

### **Better presentations – using shapes**

*Creating shapes*

*Moving and resizing*

*Adding text*

*Formatting with colour & effects*

### **Quick tips**

*Creating a presentation from an outline*

*Reusing slides from another presentation*

### **Creating charts**

*Creating a column & pie chart*

*Entering the data*

*Formatting the chart*