

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 or visit 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