

Microsoft®

PowerPoint

(Versions 2003, 2007, 2010)



Course Outline

1 Day Course

INTRODUCTION

Microsoft Office PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes. PowerPoint presentations can be made into photo albums, complete with music or narration, and to distribute on CD's or DVD's. It is easy to customise presentations and dazzle your audience with templates.

In addition to an on-screen slide show, Powerpoint has printing options that allow the presenter to provide handouts and outlines for the audience as well as notes pages for the speaker to refer to during the presentation.

All in all, PowerPoint is a "one-stop-shop" to create successful presentations for the business world, the classroom or just for your own personal use.

DELIVERY OPTIONS

Open Public Courses

Facilitator led public courses are scheduled in an ever-growing list of locations across Australia, check our website for a venue near you!

Consultancy

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

PREQUALIFICATIONS

This course assumes the user is familiar with the Windows environment and has some experience of Microsoft Office. Microsoft Office PowerPoint is the tool that millions of people use to co-ordinate and design presentations.

OUR WORKSHOPS INCLUDE

- Extensive Learning & Reference Guides provided on USB
- Participation in the full day workshop
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

In-house workshops

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

If you are unsure of your skill level, you can visit our website www.softawarelearning.com.au and take our free online skills test.

OUTCOMES

Upon completion of the program, participants will be able to create a range of attractive presentations, developing basic and Intermediate PowerPoint techniques for a variety of applications. Create engaging slideshows and presentations, print handouts, use slides and masters, import from other Microsoft Office programs and more.

Soft@ware Learning Pty Ltd – FLEXIBLE OFFICE TRAINING SOLUTIONS

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OUTLINE INCLUDES

INTRDDUCTION TO MICROSOFT POWERPOINT

- What Is PowerPoint?
- Opening & Viewing a presentation
- Creating a new presentation
- Screen views

PRESENTATIONS & SLIDES

- Moving, copying, deleting slides
- Merging & exporting slides
- Placeholders
-

TEMPLATES & MASTERS

- Templates & Slide Masters
- Design
- Backgrounds

COLOURS & DESIGNS

- Font formatting
- Paragraph formatting
- Picture formatting
- Tables

SLIDE DESIGN

- Linking Objects
- Hyperlinks
- Macros
- Linking Objects
- Hyperlinks
- Macros

DRAWINGS & PICTURES

- Illustrations
- Pictures, shapes, charts, SmartArt
- Media clips
- Photo Albums

TRANSITIONS & ANIMATIONS

- Slide transition
- Slide shows
- Slide Show control & manipulation

RUNNING A PRESENTATION

- Printing & Proofing
- Comments
- Narrations
- Effective Presentation Skills
- Publishing & Distribution



Previous attendees were asked,
“For you, what was the most valuable aspect of the course?”

“Great for training presentations, I got a lot out of this course”

“Learning about master slides & how it will save time”

“It was done with hands on and very effective guidance”

“Custom themes and then templates

“It was all very easily explained and very easy to follow”.

“A brilliant program, thank you”