4D Training

PowerPoint Fundamentals

Who would benefit?

This course is for anyone who needs to learn how to use PowerPoint efficiently. No previously knowledge is expected. If you've previous versions and feel 'rusty' you'll learn a lot of tips and quickly build your confidence.

Objective

This workshop will give you the basics of creating and working with PowerPoint presentations. By the end your will be a confident PowerPoint user and able to animate your presentations. You'll be able to include pictures, charts, diagrams and animations to design a professional looking presentation.

Content

- Discuss your individual objective(s) for the workshop
- Getting Started
    - Interface overview: the Start Screen, Ribbon, Quick Access Toolbar, PowerPoint views, Status Bar and general terminology
    - Creating a new presentation
    - Choosing and using the different slide layouts
- Understanding the text/object placeholders
    - Add text to the slide
    - Format text
    - Work with bullets
- Drawing and image objects
    - Using the Insert ribbon to add shapes and images to a presentation
    - Select and manipulate multiple objects
    - Arrange and align objects on the slide
    - Format shapes/images using the contextual ribbons
    - Using SmartArt to create useful diagrams
- Copying/importing data from other sources
    - Inserting slides from other presentations
    - Copying content from emails and the internet
    - Coping/linking from Excel
- Charts: Insert, edit and format charts
- Animation and transition effects
    - Animating text
    - Animating graphics including charts and SmartArt
    - Controlling the order of animation
    - Applying transitions
- Printing: printing slides, handouts and speaker notes

Duration

One day