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# Microsoft PowerPoint

## Introduction

**Introduction** Microsoft PowerPoint is the latest release of one of the world's best selling graphics packages. With PowerPoint you can create powerful overheads, 35mm slides or PC presentations, as well as speaker's notes and audience handouts.

**Objectives** An insight into the main PowerPoint features. The knowledge gained will enable students to produce an interesting presentation efficiently and effectively.

**Designed for** New users. Participants should ideally have attended our "PC Skills for Everyone" course or attained a similar level of proficiency with Windows and a mouse, but this is not essential.

The material covered in the PowerPoint Introduction will provide delegates with the necessary knowledge to sit the ECDL Module 6 – Presentation or the MOUS PowerPoint Core exam.

**Duration** One day

**Topics**

- Introduction
- Screen layout: menus and dialog boxes
- Office Assist interactive help
- New Presentation task pane
- Slide Design task pane
- Creating Slides
- Slide Layout task pane
- Formatting Text and Graphics
- Bulleted slides
- Using Tables
- Creating Graphs
- Insert ClipArt task pane
- Organisation Charts
- Working in Different Views
- Slide View
- Outline View
- Slide Sorter View
- Notes Pages View
- Slideshow Enhancements
- Using Templates
- Slide Master
- Slide Transition
- Custom animation
- Running a Slideshow
- Slideshow run options

**Follow-up** Microsoft PowerPoint Advanced - 1 day.

*Imagine what you'll know tomorrow...*





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