

PowerPoint

Polishing your Presentations

Course Duration 3 hours

Aim

This session is designed to provide users with the skills necessary to use PowerPoint as part of their presentation.

Prerequisites

Familiarity with the Windows environment and mouse

Topics

- ▼ What is PowerPoint?
- ▼ Open a Presentation
- ▼ Create a New Presentation
- ▼ Toolbars
- ▼ Templates
- ▼ Add a Slide
- ▼ The Five Views
 1. Slide View
 2. Outline View
 3. Slide Sorter View
 4. Notes View
 5. Slide Show View
- ▼ Formatting Presentations
- ▼ Creating Bullet Slides that build
- ▼ Graphics & Clipart
- ▼ Using Colour
- ▼ Linking
- ▼ Notes, Handouts and Printing
- ▼ Audience Handouts
- ▼ Printing Presentations
- ▼ Presentations using the computer and projector

