

# PowerPoint Essentials 1 Day



## Pre-requisites

This PowerPoint training course assumes little or no knowledge of the software. However, you should be familiar with the basic functions of a computer operating system such as navigating the environment, copying and pasting objects, formatting text, creating folders, opening files, saving files, familiarity with accessing the Internet and use of common web browsers.

If you do not have these skills, we recommend attending the Basic Computer Skills before attempting this course.

## Description

**Do you need to:**

- Learn and create new presentations
- Enhance your presentations with graphics, charts and tables
- Customise the way you run your presentation
- Share your presentation, or save it in another format, such as PDF

## Aim

This course aims to provide you with the knowledge and skills to use MS PowerPoint to create effective and impressive presentations and, if required, to share those presentations in various formats.

## Learning Outcomes

**At the completion of this course you should have the skills and knowledge to:**

- Create professional presentations with bullet points, charts, diagrams, pictures
- Understand Slide Master basics to create better slides more quickly
- Create generic presentations and then tailor them by hiding slides for specific audiences
- Insert slide numbering; Headers and Footers

## Topics Covered

**Key topics covered on this course include:**

### Getting to Know PowerPoint

- The PowerPoint Interface
- PowerPoint Commands
- Enter Text
- Presentation Basics and Views
- Navigate a Slide Show

### Create and Manage Presentations

- Create, Save, Close and Open a Presentation

### Introduction to Slide Master

- Slide Master Tab/View
- Adding a logo and formatting text to all slides

### Structure Presentations

- The Outline and Slides Tab
- Add or remove bullets
- Manage Notes

### Create Basic Charts and Tables

- Creating Simple Charts and Tables

### Enhance a Presentation

- Add Graphics/Objects and SmartArt

### Preview Presentation

- Hide slides and basic Transitions
- Headers and Footers

### Review Presentations

- Spelling/Thesaurus/AutoCorrect

### Run Presentations

- Run a Slide Show
- Presenter view

### Publish Presentations

- Sharing your Presentation
- Printing and Saving in other Formats



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