

PowerPoint Courses Overview

To view the full details of courses please see the appropriate Course Outline.

Up and Running with PowerPoint 2003

Is this course for me?

This is ideal for you if you are; a complete beginner, have a little knowledge; if you are “self taught” and think you are doing things the “long way” or haven’t used PowerPoint in a while and want to brush up your knowledge.

What will I get from this course?

At the end of the course you will be able to quickly create professional presentations from scratch, with custom colour schemes and animation.

Using the Drawing Tools and PowerPoint

Is this course for me?

If you want to add pictures, charts, shapes or designs to your slide show we will show you how.

What will I get from this course?

At the end of the course you will be able to add and customise graphics and pictures in your slides.

Adding Animation to Slide Shows

Is this course for me?

This course will show you how to animate your slide show.

What will I get from this course?

At the end of the course you will be able to produce animated slide shows, including shows which run by themselves.



Up and Running with PowerPoint

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What will I get from this course?

At the end of the course you will be able to quickly create professional presentations from scratch, with custom colour schemes and animation.

How long is the course?

The course is made up of four sessions of one hour.

What do I need to know before I start?

- How to use a mouse

Course Content

Session One - Introduction to PowerPoint

The basics of good presentation design - Opening and closing PowerPoint - The PowerPoint Screen, Menus, Task Pane, - PowerPoint Terminology, slides, thumbnails, slide sorter etc - Customising the PowerPoint Screen - Recognising the elements of the presentation – Recognising what slide layout to use – Using Help – Creating your first presentation - Creating title slides - Creating bulleted slides – Familiarisation of the presentation views - Saving, closing and opening a presentation

Session Two – Using Slide Layouts

Recognising the slide layout choices – Working with two column slides – Working with clip art slides – Adding clip art to an existing slide – Manipulating clip art – Changing the layout of existing slides – Copying and pasting text – Copying and Pasting clip art – Working with smart tags – Running an on-screen presentation - Viewing the presentation in thumbnail and outline views – Re-ordering the slides in the presentation – Copying slides – Deleting slides – Moving slides - Using the outline view for quick slide creation

Session Three – Text Formatting

Adding speaker notes – Customising the speaker notes view – Editing slides - Running an on-screen presentation– Using the slide navigator - Using the proofing tools – Changing line spacing – Adding and removing bullets – Creating numbered lists – Customising bullets – Working with Fonts – Using text alignment – The Format Painter – Finding and replacing text

Session Four – Slide Formatting

Adding background colour to the slide – Customising the transparency of the background colour – Adding texture to the slide background – Adding a picture and clip art as a background to a slide – Working with themes – Customising pre-set themes – Adding Animation – Running a presentation – Using presentation navigation tools and shortcuts

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Using the Drawing Tools and PowerPoint

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If you want to add pictures, charts, shapes or designs to your slide show we will show you how.

What will I get from this course?

At the end of the course you will be able to add and customise graphics and pictures in your slides.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse
- Some experience of PowerPoint

Course Content

- Adding Pictures, Clip Art, Shapes & Charts
- (Adding Smart Art - 2007)
- Customising Pictures
- Using PowerPoint as a drawing tool
- Working with shapes
- Adding text to shapes
- Changing and joining shapes



Adding Animation to Slide Shows

Is this course for me?

This course will show you how to animate your slide show.

What will I get from this course?

At the end of the course you will be able to produce animated slide shows, including shows which run by themselves.

How long is the course?

The course is a one hour session.

What do I need to know before I start?

- How to use a mouse
- Some Knowledge of PowerPoint

Course Content

- Adding standard animation
- Customising animation
- Motion Paths
- Animating text
- Animating graphics
- Adding timings
- Creating looping slide shows
- Adding sound
- Adding movie clips

