

Microsoft PowerPoint 2013 Foundation

Duration: ½ Day

Aim: This course is designed to provide attendees with an understanding of PowerPoint. It will benefit anyone wishing to know how to create and modify professional looking presentations.

Objectives: On completion of this course, attendees will be able to create a presentation using templates and insert objects. Attendees will also be able to format slides as well as create a slide show with accompanying handouts and speaker notes.

Pre-requisites: Attendees do not need any previous experience of PowerPoint but must have a basic understanding of PCs, including familiarity with a keyboard and mouse.

Related Courses: PowerPoint Intermediate

Content:

- **The PowerPoint Screen**

- The PowerPoint interface
 - Getting help

- **Create a Basic Presentation**

- Create new presentations
 - Save, close and open
 - Select/alter the slide layout
 - Create title and bullet slides
 - Enter and edit text
 - Format text and bullets
 - Insert media and pictures

- **Move, Copy and Delete**

- Cut and paste to move text or slides
 - Copy and paste to duplicate text or slides
 - Change the order of slides
 - Delete text, graphics or slides

- **Slide Appearance**

- Apply background colours and colour schemes
 - Apply design templates
 - Use existing slide templates

- **Slide Transitions**

- Add slide transitions

- **Deliver a Presentation**

- Start a slide show
 - Navigate slides during a slide show
 - Hide slides