POWERPOINT COURSE OUTLINE

PowerPoint is Microsoft's powerful and easy-to-use presentation program.

This course is intended to help all novice computer users get up to speed with PowerPoint quickly. We will cover different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

Getting Started with PowerPoint

Students will learn how to navigate the PowerPoint environment, create and save a PowerPoint presentation, and use PowerPoint help including the Tell Me feature.

Developing a PowerPoint Presentation

This lesson covers the key steps in developing a PowerPoint presentation: selecting a presentation type, building the presentation itself, laying out the presentation, editing text, and viewing and navigating the presentation.

Performing Advanced Text Editing

This lesson provides techniques for formatting characters, paragraphs, and text boxes.

Adding Graphical Elements to Your Presentation

Students will learn how to add images, screenshots, screen recordings, shapes, and WordArt to a presentation.

Modifying Objects in Your Presentation

Topics covered in this lesson include how to edit, format, group, and arrange objects. Students will also be introduced to PowerPoint's animation features.

Adding Tables to Your Presentation

This lesson focuses on how to create and format a table. Ways to add data from other Microsoft Office applications are also discussed.

Adding Charts to Your Presentation

Next, students will learn how to create, format, and manipulate a chart. The lesson will conclude with a brief look at inserting a chart from Microsoft Excel.

Preparing to Deliver Your Presentation

In this final lesson, students will learn how to review, print, and deliver a presentation. Techniques for applying transitions to slides will also be covered.

All days are 9.00am – 4.30pm. To see current fees, dates offered and/or book a course please go to www.bct.unlocksuccess.com.au

Once you have booked you will receive email confirmation with venue, date and parking details within 48 hours.