



# Microsoft PowerPoint 1 day Intro & Intermediate Course

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## Aim of the course:

To provide new users with an overview of the skills required to produce a presentation. This includes working with slides in various layouts, using the drawing tools, enhancing text and examining the effects available for use during a slide show.

## Topics Covered

### Getting started

Toolbars & the PowerPoint screen.  
Working with views  
Opening, closing and creating a presentation

### Creating a Presentation

Creating Title and Bulleted Slides  
Formatting text

### Drawing Tools

Using the drawing tools  
Autoshapes & ClipArt  
Formatting Shapes and Lines  
Working with Clip Art & Word Art

### Organization Charts, Tables and Graphs

Creating an organization chart  
Organization-chart options  
Working with Tables and Graphs

### Slide Appearance

Changing the background  
Working with templates  
Applying slide designs

### Slide Show Effects

Applying build  
Applying transition & various animations (time allowing)  
Running and Printing a Slide Show

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Keyboard and Windows experience is strongly recommended for students attending this course.