

PowerPoint Level 1



A one day course for people new to Microsoft PowerPoint

Prerequisites

This course assumes the students to have basic computing skills.

Chapter1 - Exploring PowerPoint

Why use PowerPoint?
Starting PowerPoint
Navigating PowerPoint
Tabs and Ribbons
The Backstage
Customise the Ribbon
The Quick Access Toolbar
Exiting PowerPoint

Chapter2 - Saving Files

Can't I just use the Save button?
Save as a .pptx presentation
Save As A PDF Presentation
Update a Legacy Presentation

Chapter3 - Basic Skills

Enter Text into a Placeholder
Edit Text in a Placeholder
Add a New Slide
Modify the Layout
Delete a Slide
Change to 16:9 Layout
Close and Open a File

Chapter4 - The Outline View

Enter Text Using the Outline View
Collapse and Expand Details
Rearrange in the Outline Pane

Chapter5 - Formatting

Change Font Colour
Format Selected Text in a Placeholder
Format the Entire Placeholder
Change Slide Background
Visual Clarity Using Colour
Change Fonts
Replace Fonts
Embed Fonts
Bold, Italics, Underline and Shadow
Adjust Font Size
AutoFit Options
Visual Clarity Using Fonts

Text Alignment
Change Case
Format Painter
Reset Slides
Apply Themes
Import a Theme

Chapter 6 - Bullets, Numbers and SmartArt

Disable Bullets and Numbers
Change Bullets and Numbers
Customise Bullets
Increase Spacing Between Bullets and Text
Modify Line Spacing
Insert and Format SmartArt
Convert Existing Bullets to SmartArt
Death by PowerPoint

Chapter 7 - Drawing Objects

Draw Shapes
Add Text to Shapes
Format Shapes
Format Painting Shape Formats
Use the Eyedropper to Match Colours
Arrows and Lines
Connectors
Adjust Shapes
Rotate and Flip Shapes
Lock Drawing Mode
Gridlines and Guides
Align Shapes
Distribute Shapes
Group Shapes
Stack Shapes

Chapter 8 - Running the Slide Show

Run and Navigate the Show
Presenter View
Annotating Slides
Zoom In and Out
Hide Slides
Run the Show in Microsoft Team

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