

Training Course Specification

Course: **Microsoft PowerPoint v2000 Introduction**

Duration: 1 Day

- COURSE OBJECTIVES:** Delegates will learn the basics of creating a presentation and will be able to create multi-faceted presentations.
- WHO SHOULD ATTEND:** People who are required to make on-screen presentations or OHP slides with graphics and special effects.
- EXPERIENCE NEEDED:** No prior experience of PowerPoint is expected. Although delegates with limited experience on other presentation graphics applications will find it comfortable. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

COURSE CONTENTS:

1: Introduction to PowerPoint

- What is a Presentation Graphics PowerPoint
- Slide Demonstration
- Demonstration Slides
- Graphics Terminology
- Starting PowerPoint
- The New Presentation Dialog Box
- The Opening Screen

2: Create Slides

- Creating Slides
- 'Native' table tools
- Adding Table Borders
- Saving your Presentation
- Using Standard Presentations
- Creating a Standard Presentation
- Moving Around a Slide Show Presentation
- Customising your Standard Presentation
- Applying Designs
- Viewing the Presentation in Different Scales
- Previewing and Viewing the Show.
- Printing Slides, Notes and Handouts.
- Exit PowerPoint 2000

3: Drawing and Editing

- The Drawing Tools
- Selecting, Moving and Copying Objects
- Resizing and Reshaping Objects
- Enhancing Objects
- Lines and Arrowheads
- Arranging Objects
- Change backgrounds and colour schemes
- The Organisation Chart Layout

4: Slide Defaults and Lab Exercise

- Changing the Default Options
- Slide Set-up
- Set Up the Master
- Using Bullets
- Exercise 1; Create a Standard Presentation
- Exercise 2; Create a Slide Master
- Exercise 3; Making the Slides
- Exercise 4; Typing Bulleted Text
- Exercise 5; Company Locations Slide
- Exercise 6; Company Hierarchy Slide
- Exercise 7; Typing the Notes