

Microsoft PowerPoint 2021 Introduction

Duration: 1 Day

This course has been designed for users who are new to Microsoft PowerPoint. The course covers the basic functionality of the application such that delegates feel confident in creating professional presentations and slide shows.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Creating a new presentation
- Creating new slides
- Saving the presentation

Text Slides

- Bullet point slides
- Text boxes
- Formatting text
- Moving and rearranging text

Working with the Presentation

- Slide views
- Moving and deleting slides
- Inserting slides from other files
- Printing the presentation

Working with Drawing Objects

- Slide layouts for drawings
- Drawing shapes
- Moving, copying, resizing shapes
- Rotating, ordering, grouping shapes
- Aligning shapes
- Formatting shapes

Slide Layouts

- Table slides
- Chart slides

Photos and Online Pictures

- Slide layouts for online pictures and photos
- Inserting online Pictures (clipart)
- Inserting pictures from your computer
- Moving pictures
- Resizing pictures
- Formatting pictures
- Artistic effects
- Cropping and compressing photos
- Screenshots

Working with Graphics

- WordArt
- SmartArt
- Organisation charts
- Cycle diagrams

Importing from Word and Excel

- Word tables
- Excel spreadsheets
- Excel charts
- Editing linked objects

Slide Show

- Slide transitions
- Animation
- Slideshows
- Managing slideshows