

About this course

This course covers all the skills needed to build a presentation in PowerPoint from scratch and troubleshoot when things go wrong.

You will learn how to use different slide layouts and work with text, shapes and graphics to create effective and professional looking presentations.

As well as learning how to set up slides and notes you'll also look at best practice for the design of your presentation including colours, font sizes, using graphics for impact and alternatives to bullet points.

Get in touch

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POWERPOINT *Essentials*

What you'll learn

The Basics

- The PowerPoint screen
- The Ribbon
- Backstage view
- The Status Bar

Quick Access Toolbar(QAT)

- Adding/removing buttons
- Moving the QAT

Working with Presentations

- Opening a presentation
- PowerPoint views
- Navigating a presentation
- Saving a presentation
- Closing a presentation

Creating A Presentation

- Creating a blank presentation
- Using a theme or template
- Inserting slides
- Inserting text
- Previewing a slide show

Slide Layouts

- Slide layouts
- Inserting a table
- Inserting a chart
- Changing a slide layout

Working with Text

- Adding text
- Editing text
- Changing placeholders
- Formatting fonts
- Formatting paragraphs

SmartArt and WordArt

- Applying WordArt to text
- Converting text to SmartArt
- Creating a SmartArt graphic
- Inserting text
- Promoting & demoting
- Resizing SmartArt
- Changing the layout
- Applying a colour scheme
- Applying a SmartArt style
- Deleting SmartArt shapes

Shapes

- Drawing shapes
- Resizing and editing shapes
- Arranging & aligning shapes
- Combining shapes
- Formatting shapes
- Copying shapes
- Aligning shapes
- Inserting & formatting text
- Grouping shapes
- Rotating shapes

Slides

- Slide sorter view
- Reusing slides
- Adding sections
- Adding notes
- Creating hyperlinks

Printing

- Previewing slides
- Printing slides
- Printing handouts
- Printing notes pages
- Printing the outline

