

# Powerpoint Introduction

## (1 Day Workshop)

### Course Outline

#### **Description:**

This 1 Day workshop is designed to introduce students to the slide presentation tool, PowerPoint. Skills covered include: the interface, text and image objects, themes and backgrounds, templates, inserting clipart and WordArt, transitions and animations, slide masters, tables and SmartArt. No experience in PowerPoint required, but requires basic computing and mouse skills.

#### **Content**

##### **Session One**

- The PowerPoint interface
- The PowerPoint window
- Themes and backgrounds
- To create a new template
- Inserting clipart and clipart options
- Insert WordArt and the WordArt tools tab
- Zoom options and the view tab

##### **Session Two**

- Create a photo album
- Transitions, timings and sound
- Animation
- Pictures and watermarks
- Inserting shapes and lines
- Fill an object with colour
- Shadow effects and 3-D rotation
- The Design Ribbon and page setup options

##### **Session Three**

- The Slide Master and modifying a master
- Headers and footers
- Print options for notes and handouts
- Tables and table tools
- Charts and chart tools
- To insert a Smart Art Graphic
- Rehearsing a presentation
- The Slide Show and setting up the show