

# Microsoft PowerPoint Level 1

## Course Description

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft Office PowerPoint to create electronic presentations.

## Course Objective

You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalise a presentation to deliver it.

## Pre-Requisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Microsoft Windows 7 or Microsoft Windows 10.

## Module 1: Starting PowerPoint

- The Interface
- Navigating a Presentation file
- Help Files

## Module 2: Creating a Presentation

- Starting a Presentation
- Adding Slides
- Adding Text
- Using different views
- Rearranging slides

## Module 3: Formatting Slides

- Formatting Text
- Applying Font Styles
- Working with Themes

## Module 4: Creating Visual Impact

- Drawing Objects
- Using ClipArt
- Inserting Pictures
- Using WordArt

## Module 5: Creating Tables

- Create a table
- Format a Table
- Insert a Table from Word

## **Module 6: Preparing to Deliver a Presentation**

- Review Content
- Adding Transitions
- Animation Effects
- Speaker Notes
- Printing a Presentation

# Microsoft PowerPoint

## Level 2

### Course Description

As a Microsoft Office PowerPoint user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication.

### Course Objective

You will enhance your presentation with features that will transform it into a powerful means of communication. You will customise the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalise a presentation and secure it to authenticate its validity.

### Pre-Requisites

To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Microsoft PowerPoint Level 1

### Module 1: Inserting Charts in a Presentation

- Creating a Chart
- Editing Chart Data
- Modifying a Chart
- Importing a Chart from Microsoft Excel

### Module 2: Adding Diagrams

- Using SmartArt Graphics
- Creating an Organisational Chart
- Creating a Cycle Diagram
- Creating a Relationship Diagram
- Modifying Diagrams

### Module 3: Using Animations

- Types of Animations
- Creating Animation to Text Entrance and Exit
- Animating Text to Emphasis
- Animating Bullets builds
- Animating Charts
- Using Motion Paths
- Reordering the Order of Effects

### Module 4: Creating Custom Presentations

- Set up a Custom Show
- Adding Hyperlinks to a presentation
- Adding Action buttons to Slides
- Annotate a Presentation
- Adding Narrations to a Slide Show
- Repeating Slide Shows Automatically

## **Module 5: Distributing a Presentation**

- Reviewing a Presentation
- Protecting Presentations with Passwords
- Modifying the File Properties
- Digital Signatures
- Marking Presentation As Final
- Package a Presentation
- Publish a Presentation as a Web Page

# Microsoft PowerPoint

## Level 3

### Course Description

Your training in and use of Microsoft Office PowerPoint has provided you with a solid foundation in the basic and intermediate skills for working in PowerPoint. On this course you will further customise PowerPoint default layouts and design powerful eye catching templates.

### Course Objective

You will Link data to other application, customise PowerPoint layouts, inset media content and create templates.

### Pre-requisites

Before starting this course, students are recommended to take the following course or possess equivalent knowledge: Microsoft Office PowerPoint : Level 1 and Microsoft Office PowerPoint : Level 2.

### Module 1: Linking to other Applications

- Linking to a Chart in Excel
- Linking to Word Documents
- Importing Objects as Images

### Module 2: Customising Design Templates

- Changing the Slide Master
- Customising Slide Layouts
- Create Custom Themes
- Adding Headers and Footers
- Modify the Notes Master
- Modify the Handouts Master

### Module 3 Working with Objects

- Modifying Objects
- Changing Object Orientation
- Formatting Objects
- Grouping and Ungrouping Objects
- Arranging Objects

### Module 4: Working with Sound and Video

- Adding a Video to a slide
- Adding Sound to a Slide
- Adjusting the Play Settings

### Module 5: Customising a Slide Show Presentation

- Hyperlink to Slides
- Hyperlink to Other Applications
- Importing Slides from Other Presentations
- Adding Logos to Slides
- Saving Slides as Graphic Files
- Creating Handouts in Word