

MICROSOFT POWERPOINT INTRODUCTION (LEVEL 1)	
One day Introduction to PowerPoint for new users. Prerequisite – Introduction to Windows.	
LESSON 1:	
INTRODUCTION	
ACCESSING POWERPOINT	
EXITING POWERPOINT	
POWERPOINT SCREEN	
OFFICE BUTTON	
QUICK ACCESS TOOLBAR	
THE RIBBON	
VIEWS	
CREATE A NEW PRESENTATION	
TEMPLATES AND CONTENT SLIDES	
BLANK PRESENTATION	
SAVE A PRESENTATION	
CLOSE A PRESENTATION	
OPEN AN EXISTING PRESENTATION	
MOVING AROUND YOUR PRESENTATION	
VIEWS	
TO CHANGE VIEWS	
CLICK ON THE VIEW TAB.	
ZOOM IN / OUT	
FORMATIVE ASSESSMENT	
LESSON 2:	
OUTCOME 3: WORKING WITH MULTIPLE POWERPOINT PRESENTATIONS	
SWITCHING BETWEEN PRESENTATIONS	
COPING INFORMATION FROM ONE PRESENTATION TO ANOTHER	
EDITING	
EDIT TEXT	
EDIT TEXT FONT	
UNDO	
REDO	
SPELL CHECK	
AUTOCORRECT	
TO ADD TO THE AUTOCORRECT LIST	
FORMATIVE ASSESSMENT	
LESSON 3:	
OUTCOME 4: FORMAT A PRESENTATION	
PRESENTATION THEMES	
CREATE A PRESENTATION USING A PRESENTATION THEME	
CHANGE THE SLIDE DESIGN	
SLIDE LAYOUTS	
APPLY A LAYOUT TO AN EXISTING SLIDE	
CREATE A TITLE PAGE	
CHANGE THE LOOK OF A SLIDE	
FORMATIVE ASSESSMENT	

LESSON 4:	
OUTCOME 5: USE SPECIAL PRESENTATION AFFECTS	
BULLET LISTS	
INSERT A BULLET LIST	
LINE SPACING	
PARAGRAPH SPACING	
BULLET LEVELS	
BULLET STYLES	
BULLET LIST FONT	
TABLES	
INSERT A TABLE	
EDIT A TABLE	
SIZE A TABLE	
MOVE A TABLE	
CHARTS	
INSERT A CHART	
CHART TYPE	
EDIT DATA	
CHART STYLES	
CHART LAYOUT	
INSERT AN OBJECT ON A BLANK SLIDE	
INSERT A PICTURE	
INSERT A PICTURE FROM A FILE	
SELECT A PICTURE	
CHANGE THE SIZE OF A PICTURE	
MOVE A PICTURE	
DELETE A PICTURE	
APPLY A STYLE TO A PICTURE	
TEXT BOX	
WORD ART	
DRAW AN OBJECT	
INSERT A CHART	
INSERT A TABLE	
FORMATIVE ASSESSMENT	
LESSON 5:	
OUTCOME 6: APPLY SPECIAL FORMATTING TO A PRESENTATION SUCH AS	
HEADERS AND FOOTERS.	
HEADERS AND FOOTERS	
INSERT A HEADER INTO NOTES AND HANDOUTS	
INSERT THE DATE AND TIME INTO A SLIDE	
INSERT SLIDE NUMBER	
SPEAKER NOTES	
INSERT SPEAKER NOTES	
EDIT SPEAKER NOTES	

LESSON 6:	
PRINT PRESENTATION AND NOTES HANDOUTS	
PRESENTING A PRESENTATION	
PAGE SETUP	
PRINT A PRESENTATION	
PRINT PREVIEW	
RUN A SLIDE SHOW	
REARRANGE THE ORDER OF THE SLIDES	
SLIDE TRANSITIONS	
SLIDE ANIMATION	
HIDE A SLIDE	
DELETE A SLIDE	
NAVIGATION FROM WITHIN A SLIDESHOW	

MICROSOFT POWERPOINT ADVANCED (LEVEL 2)	
One day course on advanced features of Microsoft PowerPoint. Prerequisite: Introduction to Microsoft PowerPoint.	
CHARTS	
Insert A Chart	
Chart Type	
Edit Data	
Chart Styles	
Chart Layout	
ORGANISATION CHART	
Create An Organisational Chart	
Adding Shapes	
Delete Field Boxes	
Change The Chart Layout	
Chart Styles	
Reset Organisational Charts	
Format The Shapes	
Shape Styles	
Format The Text	
Smart Art	
Adding Shapes	
Delete Field Boxes	
Change The Drawing Layout	
Drawing Styles	
Reset Organisational Charts	
Format The Shapes	
Shape Styles	
Format The Text	
CREATING YOUR OWN DRAWINGS	
Select All Objects On A Slide	
Change The Size Of A Shape	
Select All Objects On A Slide	
Select An Object Hidden Behind Another	
Grouping And Ungrouping Graphics	
Align Objects	
INSERT A PICTURE	
Insert A Picture From A File	
Select A Picture	
Change The Size Of A Picture	
Move A Picture	
Delete A Picture	
Wrap Text Around A Picture	
Apply A Style To A Picture	

MEDIA CLIPS	
Videos And Animated Gif Pictures	
Insert A Movie From File	
SOUND CLIPS	
Insert Music Or Sound On A Slide From A File	
Insert Music Or Sound On A Slide From Clip Organiser	
Play Cd Audio Track On A Slide	
Record Sound For A Slide Show	
Record A Voice Narration	
ANIMATION	
Animation Of Objects	
Transitions	
MASTER SLIDES	
Layouts	
Create A Custom Layout	
Edit The Master Slide	
Insert A Second Slide Master	
Handout Slide Masters	
Notes Masters	
CREATE A TEMPLATE	
Create A Presentation Using Your Template	
Inserting Slides From An Existing Presentation	
Incorporating Feedback	
Add A Comment	
Edit A Comment	
Delete A Comment	
Move A Comment	
Navigating To Each Comment	
HYPERLINKS	
Create Links Using The Action Option	
Create A Hyperlink	
ACTION BUTTONS	
Insert An Action Button	
Delete An Action Button	
SLIDE SHOWS	
Run A Slide Show	
Set Up A Slide Show	
Create A Custom Slide Show	
Start A Custom Show	
Record A Voice Narration	
Rehearse Timings	
Run A Slide Show	
Navigation From Within A Slideshow	
Print A Presentation	
Save A Presentation As A Show	
Publish A Presentation (Save As A Webpage)	