

**Pre-Requisite**

*These topics are to serve as a guide only. You elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.*

**INTRODUCTION**

**Objective:**

To be able to create a Presentation from scratch

**Essential:**

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

**Preferable**

Some practical application for the course attending

**Module 1**

*Getting Started*

- View Existing Presentation
- Running a show
- Work with Layouts
- Resetting Layouts

**Module 2**

*Creating a Presentation*

- Using Bulleted & Sub Bullets
- Apply Formatting
- Using Auto Fit

**Module 3**

*Global changes*

- Apply a theme
- Using the Slide Master
- Creating new layouts

**Headers & Footers**

**Module 4**

*Charts & Pictures*

- Creating Charts
- Using Smart Art
- Inserting/Manipulating Pictures
- Working with Shapes
- Using Word Art

**Module 5**

*Manipulating Slides*

- Delete Slides
- Move Slides
- Undo and Re Do
- Duplicate Slides
- Hide Slides

**Module 6**

*Effects*

- Set Transitions
- Animation
- Set Timing

**Module 7**

*Customizing*

- Use Outlining
- Send to Word
- Send to PowerPoint
- Create custom Show