

PowerPoint

Questions

1. How do you draw a perfect straight line
2. How do you draw a perfect square/Circle
3. What is the slide master – What are the benefits of using a slide master
4. How can you transfer notes from word to PowerPoint – Quickly and Efficiently

Answers

1. Hold Shift then draw the line
2. Hold Shift then draw your Square/Circle
3. The slide Master is like styles in word – Controls the formatting of text, background bullet design and distance between bullet and text.
 - a. Benefits: You make a change in the Slide Master the formatting change is carried out to all your slides.
4. Open Word in Outline View – use heading styles one and two
 - a. One will create the text in your title place holders
 - b. Two will create your bullets and sub bullets (max 5 levels supported in PPT)

PowerPoint Training Course Introduction

INTRODUCTION	Module 1	Module 3	Module 5
Objective: To be able to create a Presentation from scratch	Getting Started Presentation Discussion Using AutoContent Wizard Saving a Presentation View Existing Presentation Running a show Help Tools	Customizing a Presentation Apply a Design Change a Design Delete Slides Move Slides Undo and Re Do Duplicate Slides Hide Slides	Global changes Using the Slide Master Change Colour Scheme Headers & Footers Background
Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.	Module 2 Creating a Presentation Title Slide Bulleted Change Slide Layout Apply Formatting	Module 4 Graphs and Charts Create a Graph Modify a Graph Create an Organization Chart	Module 6 Pictures and Shapes Insert Clip Art Manipulate pictures Insert Shapes Manipulate shapes Insert work Art
Preferable Some practical application for the course attending			Module 7 Effects Set Transitions & Builds Set Timing