# Microsoft PowerPoint
## Essentials

## Course Overview

A good PowerPoint creates a focal point for audiences while also serving as a content guide for presenters, so they can present confidently. The visual medium also allows presenters to translate complex ideas, facts, or figures into easily understandable and memorable visuals.

In this beginner course we will guide you through the essentials of using PowerPoint so you can start creating stunning slide decks that use a variety of media to present information in an interesting way, helping you communicate effectively and engaging your audience.

## Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

## Course Objectives

- Apply good design principles
- Work confidently with slides and layouts
- Know how to use a variety of graphic elements
- Use PowerPoint to present

## Course Outline

**Getting Started**
Design considerations
Powerpoint user interface
Quick access toolbar
Powerpoint views

**Creating a Presentation**
Adding slides
Working with layouts
Managing slides
Reuse slides

**Slide Design**
Slide size
Changing theme
Variants
Backgrounds

**Working with Text**
Font, size & colour
Custom bullets
Line spacing
Vertical orientation

**Working with Pictures**
Options for adding pictures
Move and resize
Add styles
Cropping pictures
Insert a screen clipping

**Smart Art**
Add Smart Art
Change colours and effects
add and remove shapes
Convert bullets to Smart Art
Add images

**Tables & Charts**
Creating simple charts
Working with charts
Adding tables
Customising tables

**Simple Animation**
Animate text
Animate images
Animate Smart Art
Add transitions

**Saving and Sharing**
Adding notes
Printing notes
Printing handouts
Save as PDF

**Presenting**
Useful shortcuts
Presenter tools
Working with presenter mode

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