

# MICROSOFT POWERPOINT BEST FEATURES



Course Code: PO19L2 | Duration: 1 Day

## **COURSE AIMS:**

This PowerPoint course is aimed at people who want to use Microsoft PowerPoint to create slides in order to run effective and interesting presentations and to include special slide show effects, Graphs, Pictures, Shapes and SmartArt diagrams.

## **COURSE PRE-REQUISITES:**

No previous knowledge of PowerPoint is required. Delegates must have experience, however, of using the Windows environment to launch programs and access files.

## **COURSE OBJECTIVES:**

**On completion of this course delegates will be able to:**

- Develop a PowerPoint presentation
- Insert pictures in a PowerPoint presentation
- Insert and format shapes
- Work with tables
- Print presentation slides
- Insert and customise charts and SmartArt graphics
- Import data from Excel
- Create a slide master and apply colour schemes
- Add transition and custom animation

## **COURSE CONTENT:**

### **Introduction and Objectives**

#### **Working with Presentations**

- Displaying the ruler, grid and guides
- Viewing and navigating slides
- Selecting text
- Formatting text
- Using the format painter
- Changing the text alignment
- Formatting bullets and numbers
- Adding/removing bullets and numbers
- Adjusting levels in a bulleted list

#### **Inserting Images**

- Inserting pictures
- Cropping a picture
- Moving and resizing a picture

### **Creating, Editing and Importing Charts**

- Working with simple charts
- Editing chart data
- Formatting a chart
- Editing chart elements
- Importing an Excel chart

### **Working with SmartArt Diagrams**

- Inserting a SmartArt diagram (e.g., Organisation chart)
- Editing and formatting a diagram
- Converting a bulleted slide into a SmartArt diagram

### **Inserting a Video and Sound**

- Embed a video and sound

- Formatting a picture

#### **Working with Drawing Objects**

- Drawing shapes
- Selecting multiple shapes

#### **Adding Transition and Animation**

- Animating text and objects
- Animating a chart and SmartArt

For more information  
Call: **0800 101 7101**  
Email: **[info@keytraining.co.uk](mailto:info@keytraining.co.uk)**

