MICROSOFT POWERPOINT ONLINE 4 x 1.5 HOUR WEBINARS

e-bridge

OVERVIEW

This course is suitable for anyone who would like to be produce and run professional looking slide shows. No previous experience of MS PowerPoint is required; however, it is important that those attending have a good working knowledge of other Microsoft applications e.g. MS Word or Excel.

We will look at the basics of slide content from text-based slides through to inserting SmartArt, pictures, charts etc. We will also look at formatting the slide show in a number of different ways including applying PowerPoint Design Themes.

Once the content is complete, we will then look at adding the finishing touches to your slide show by adding Custom Animation. Learn then how to run the slide show in the most professional way possible through the use of some simple keys.

PPT 1: EFFECTIVE PRESENTATION SKILLS / POWERPOINT ESSENTIALS

→ Effective Presentation Skills – Some theory
- What makes for an effective presentation?
- Who and Why?
- Presentation content
- Presentation structure
- Effective visual aids
- How to engage your audience
- Do's and Don'ts of PowerPoint

→ Microsoft PowerPoint basics

→ Creating presentations and working with slide layouts / placeholders

→ Navigating the presentation

→ Re-ordering / duplicating / deleting slides.

→ Exploring slide layouts – Bullet / Two Content / Comparison

PPT 2: FORMATTING / ALTERNATIVES TO BULLETS

→ Formatting.
- Font, Fills, Lines / Copying formats
- Formatting slide backgrounds
- Working with the Slide Master
- Applying Design Themes
- Header / Footer / Numbering

→ Working with Sections.

→ Working with SmartArt
- Inserting SmartArt.
- Editing & Formatting SmartArt
- Changing Layout / Design etc.

→ Tables
- Inserting and modifying table layout
- Table Design - Formatting / Table Styles
- Table Layout Ribbon

PPT 3: CHARTS / PICTURES-IMAGES / DRAWING TOOLS

→ Charts
- Creating Charts
- Adding / Removing chart elements
- Changing the chart type
- Working with the Chart Design ribbon
- Working with the Chart Layout ribbon

→ Inserting a logo on a slide / slide master

→ Inserting and working with images and pictures

→ Editing / Cropping images etc.

→ Using Screenshot and Screen Clipping

→ Working with drawing tools

→ Grouping / ungrouping objects

→ Re-Order / Aligning objects

→ Working with WordArt

PPT 4: VIDEO / AUDIO AND THE FINISHING TOUCHES / OUTPUT

→ Creating and working with custom Design Templates.

→ Inserting / Basic editing of Video & Audio

→ Screen Recording

→ Working with slide sorter view

→ Working with transitions

→ Working with animation / custom animation - Entrance / Exit / Emphasis / Motion Paths

→ Creating and Running a Slide Show

→ Presenter View

→ Creating notes pages

→ Printing the presentation - Slides / Handouts / Notes Page

→ Recording a Slide Show

→ Converting a PowerPoint slide show to a video