

# MS POWERPOINT LEVEL 1

**Learning Outcomes:** At the completion of this course, students will be able to design, print and publish a brilliant presentation using SmartArt graphics and other PowerPoint formatting techniques.

**Course Pre-Requisites:** Microsoft PowerPoint Level 1 assumes students have little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Understanding the Start Screen
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint Works
- Using the Ribbon
- Using Ribbon Key Tips
- Showing and Collapsing the Ribbon
- Understanding Backstage View
- Accessing Backstage View
- Changing the Office Theme
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Exiting Safely From PowerPoint

## Your First Presentation

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text
- Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show
- Closing a Presentation
- Viewing Gridlines

## Working With Presentations

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode
- Editing Text in Overtyping Mode

- The Open Place
- The Open Dialog Box
- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Opening a Recent Presentation

## Working with Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt

## Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

## Smart Art

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding
- Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to left

# MS POWERPOINT LEVEL 1

Resizing SmartArt  
Changing the SmartArt Layout  
Applying a Colour Scheme  
Applying a SmartArt Style  
Deleting SmartArt Shapes

## Shapes

Drawing Shapes  
Resizing Shapes  
Editing Shapes  
Positioning Shapes  
Arranging Shapes  
Merging Shapes  
Formatting Shapes  
Using the Eyedropper  
Copying Shapes  
Aligning Shapes Using the Ribbon  
Aligning Objects Using Smart Guides  
Inserting and Formatting Text  
Connecting Shapes  
Grouping Shapes  
Rotating Shapes

## Preparing for Presentations

Using Slide Sorter View  
Reusing Slides  
Adding Sections  
Adding Notes to Your Slides  
Slide Numbers  
About Hyperlinks  
Creating an Internal Hyperlink  
Creating a Hyperlink to Another Presentation  
Creating a Hyperlink to Another Application  
Keyboard Shortcuts for Navigating  
Slide Shows  
Using Resume Reading  
Presenting a Slide Show

## Printing Your Presentation

Understanding Printing  
Previewing Slides  
Printing Slides  
Printing Handouts  
Printing Notes Pages  
Printing the Outline

## Getting Help

Understanding How Help Works  
Using Tell Me  
Accessing the Help Window  
Navigating the Help Window  
Using Google to Get Help  
Using Smart Lookup  
Printing a Help Topic

## Brilliant Presentations

Planning a Presentation  
Make It Readable  
The Four Pillars of Great Design  
Perfect Presentation Layouts  
Presenting Polished Presentations  
Presentation Methods and Hardware