# Software Solutions
# Mastering Microsoft PowerPoint

The aim of this course is to teach participants how to use all aspects of PowerPoint. This is a comprehensive cover of creating presentations that include tables, charts, pictures, audio, video, animation, and transitions. The aim is to teach participants how they can benefit from tools in PowerPoint such as Custom Shows, Presentation tools, Photo Album, Rehearse Timings, and various methods of packaging your presentation. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a PowerPoint course in a very long time or those making the transition from an older version of PowerPoint. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

## COURSE CONTENT
### NEW PRESENTATION

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| ☐ CREATING A NEW PRESENTATION | ☐ SCREEN; RIBBON & QUICK ACCESS TOOLBAR |
| ☐ SCREEN; NOTES PANE, VIEWS & SLIDES PANE | ☐ VIEWS; NORMAL, READING & SLIDE SORTER |
| ☐ VIEW; SLIDE SHOW & PRESENTATION TOOLS | ☐ SAVING, CLOSING, OPENING PRESENTATIONS |

### THEMES, THEME COLOURS, EFFECTS and FONTS

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| ☐ WORK WITH THEMES, COLOURS, FONTS & EFFECTS | ☐ OPTIONS, UNDO & REDO |

### PAGE SETUP and SLIDE MASTERS

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| ☐ SLIDE ORIENTATION ETC. | ☐ CHANGE SLIDE LAYOUT |
| ☐ HEADERS & FOOTERS, SLIDE NUMBERS, DATE & TIME | ☐ TEXT BOXES & PLACEHOLDERS |

### FORMATTING TEXT and PARAGRAPHS

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| ☐ USING THE FORMAT PAINTER | ☐ CUTTING, COPYING AND PASTING TEXT |
| ☐ FONT, FONT SIZE, BOLD, ITALIC, UNDERLINE ETC. | ☐ AUTOFIT OPTIONS |
| ☐ ALIGNMENT, SPACING & INDENTATION | ☐ QUICK STYLES |

### SLIDES

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| ☐ INSERTING, DELETING, DUPLICATING SLIDES | ☐ REUSING SLIDES FROM AN EXISTING PRESENTATION |

### BULLETS and NUMBERING

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| ☐ START, STOP & FORMAT BULLETS | ☐ PROMOTING AND DEMOTING BULLETED TEXT |
| ☐ START, STOP & FORMAT NUMBERING | ☐ PROMOTING AND DEMOTING NUMBERED TEXT |

### ANIMATION

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| ☐ INSERTING, CHANGING & REMOVING ANIMATIONS | ☐ ANIMATION PANE |
| ☐ ENTRANCE, EMPHASIS & EXIT EFFECTS | ☐ MOTION PATHS |

### TEXT BOXES

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| ☐ INSERTING, REMOVING & SIZING TEXT BOXES | ☐ COLUMNS, FORMATTING & ROTATING TEXT |

### PROOFING TOOLS

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| ☐ SPELLING CHECKER | ☐ THESAURUS |

### WORDART

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| ☐ INSERTING, MODIFYING AND DELETING WORDART | ☐ FORMATTING, SHAPING & QUICK STYLES |

### SMARTART

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| ☐ CREATING, MODIFYING SMARTART DIAGRAMS | ☐ FORMATTING & QUICK STYLE EFFECTS |

### TABLES

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| ☐ INSERTING & DRAWING TABLES | ☐ FORMATTING TABLES & INSERTING MS EXCEL TABLES |

### CHARTS

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| ☐ INSERTING & MODIFYING CHARTS | ☐ FORMATTING & ANIMATING CHART ELEMENTS |

### MULTIMEDIA, GRAPHICS, MOVIES and SOUNDS

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| ☐ INSERTING PICTURES | ☐ CORRECTIONS, COLOUR & ARTISTIC EFFECTS |
| ☐ INSERTING MOVIES & SOUND | ☐ CUSTOMISING PLAYBACK OPTIONS |

### DRAWING AND EDITING TOOLS

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| ☐ INSERTING ILLUSTRATIONS AND SHAPES | ☐ USING GRIDLINES, GUIDES & RULERS |
| ☐ ALIGNMENT, ORDER, GROUPING CONTENT | ☐ |

### VIEWS, NOTES and HANDOUTS

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| ☐ WORKING WITH VARIOUS VIEWS | ☐ CUSTOMISING MASTERS |

### PRINTING YOUR PRESENTATION & SENDING POWERPOINT FILES TO WORD
### APPLYING, MODIFYING AND DELETING TRANSITIONS
### REHEARSE TIMINGS

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| ☐ CUSTOMISING REHEARSED TIMINGS | ☐ SETTING SLIDE SHOW OPTIONS |
| ☐ USING THE PRESENTATION TOOLS | ☐ PRESENT IN DIFFERENT RESOLUTIONS |

### SAVING AS A POWERPOINT SHOW & PACKAGING PRESENTATIONS
### REVIEWING PRESENTATIONS

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| ☐ INSERTING, NAVIGATING, MODIFYING COMMENTS | ☐ SHOWING AND HIDING MARKUPS & PRINTING |

### CUSTOM SHOWS & INSERTING PHOTO ALBUMS