



K.I.S.S. Training

The Power of Persuasion with PowerPoint

Learning Objectives

People who are required to make on-screen presentations or OHP slides with graphics and special effects should attend this 1 day course where delegates will learn the basics of creating a presentation and adding simple transitions.

Pre-Requisites

No prior experience of PowerPoint is expected, although delegates with limited experience on other presentation graphics applications will find it comfortable. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

Topics:

Introduction to PowerPoint	What is PowerPoint, Terminology, Starting PowerPoint, New Presentation Dialog Box, Opening Screen and Exit PowerPoint
Working with the Master Slide	Changing the Default Options, Slide Set-up, Set Up the Master, Using Bullets, choosing and changing Scheme Colours. Adding a Background/Graphics to Slides
Creating & editing Slides	Creating Slides, Saving your Presentation, Moving Around a Presentation, Applying Designs, Viewing the Presentation in Different Ways, Previewing and Viewing the Show, Printing Slides, Notes and Handouts
Adding Text, Bullet Points & Tabs	Adding Text, Text in Shapes & Formatting Text, Line/Paragraph Spacing, Alignment, Tabs, Indents, Bullet Points
Charts	Creating and editing simple charts to slides
Slide Shows	Adding Transitions/Adding Timings, Creating Builds. Running a Slide Show
Printing Slides	Setting up the Slide & Printing Slides, Printing Outlines, Handouts & Notes

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PowerPoint - Beyond the Basics