



Level 1 - Creating a Basic Presentation

Duration: 1 Day
Mandatory Prerequisites: A working knowledge of the Windows environment, and mouse skills.
Preferred Prerequisites: Light exposure to basic drawing tools and word processing software.

Overview of the PowerPoint Window (25 min)

- The task pane
- The navigation pane
- The slide pane
- The notes pane
- The viewing buttons
- The drawing toolbar
- The status bar

Starting a Presentation..... (25 min)

- The auto content wizard
- The design templates
- Creating new blank presentations
- Adding text to a title slide
- Inserting a new slide
- Deleting slides

Slide Layouts (10 min)

- Changing slide layouts

Working with

Text Placeholders (20 min)

- Selection of Placeholders vs. text
- Moving between text placeholders
- Moving and sizing text placeholders

Adding Bulleted & Numbered Lists (20 min)

- Adding bullet points
- Creating sub-bullets
- Adding numbered lists

Working with Design Templates .. (25 min)

- Applying design templates
- Choosing the colour scheme
- Editing the colours in the design template
- Saving a customised template

Formatting Text & Bullets (60 min)

- Basic Formatting
- Format Font
- Changing bullet & numbering styles
- Format line spacing
- Changing case
- Style options & style checker
- Autocorrect

Slide Sorter View (15 min)

- Moving and copying slides
- Copying slides between presentations

Drawing Objects (60 min)

- Drawing shapes
- Selecting shapes
- Moving, copying & sizing shapes
- The stacking order
- Formatting shapes
- Fill effects
- Shadows
- 3D effects
- Grouping shapes
- Aligning shapes
- Rotating & flipping shapes
- Adding text to shapes

Word Art (20 min)

- Adding word art
- Formatting word art
- Modifying word art

Inserting Clipart..... (30 min)

- Inserting office clipart
- Inserting pictures/clipart
- Modifying clipart
- Turning clipart into drawing shapes

Slide Transitions (15 min)

- Adding slide transitions
- Adding timing

Built-In Animation Schemes (15 min)

- Adding an animation scheme

Printing in PowerPoint (15 min)

- Printing slides
- Printing handouts
- Printing speaker notes

Running a Presentation (15 min)

- The control panel
- Keyboard shortcuts



Level 2 - Creating Impressive Presentations

Duration: 1 Day

Mandatory Prerequisites: Some experience with adding text and formatting in PowerPoint

Preferred Prerequisites: Some knowledge of adding drawing and picture object.

The Text Outliner (45 min)

- Promoting / demoting text
- Show / hide formatting
- Moving slide content
- Moving slides
- Creating summary slides
- Importing text

Presentation Masters (60 min)

- Slide master
- Title master
- Multiple masters
- Headers & footers
- Formatting bullets
- Custom text boxes

Using Tables (30 min)

- Inserting a table
- Adding / deleting rows and columns
- Sizing tables
- Merging & splitting cells
- Formatting tables

Using Tabs (30 min)

- Tab types
- Adding tabs
- Deleting tabs
- Tabs in tables

Charts..... (45 min)

- Inserting a chart
- The chart placeholder
- Entering data for the chart
- Setting the chart type
- Formatting charts
- Showing / hiding data
- Importing from Excel

Creating Organisation Charts..... (30 min)

- Inserting and Deleting Shapes
- Adjusting the layout
- Manually adjusting the layout

Custom Animations..... (60 min)

- Adding Custom Animations
- Altering the Animation Settings
- Re-Ordering the Animations
- Applying animations to the master slides

Setting up the Presentation (30 min)

- Self running presentations
- Rehearsing timing
- Hiding Slides
- Custom Shows

Running a

Professional Presentation..... (30 min)

- Keyboard shortcuts
- Presenter view



Level 3 - Advanced PowerPoint Features

Duration: 1/2 Day

Mandatory Prerequisites: A sound knowledge of creating presentations and formatting.

Preferred Prerequisites: Some knowledge of animating a presentation.

Advanced Animation (75 min)

- Custom motion paths
- Stringing animations together
- Customising the animation effect

Working with Multimedia (15 min)

- Playing music from a CD
- Inserting animations and movie files

Hyperlinks (30 min)

- Adding hyperlinks
- Using action buttons

Object Linking and Embedding ... (20 min)

- Copying and pasting files
- Inserting objects
- Linking to files

Beyond Presentations (30 min)

- Saving a presentation as a show
- Pack and go wizard
- Creating a Photo album
- Creating web pages
- Meeting minder