

Course Aims & Objectives

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes. It is the number one program used worldwide for presentations.

At the end of this course you will be able to create stunning professional presentations.

Who Should Attend?

This is a beginner course in PowerPoint. It is designed for those who have little or no experience of the application. This course will start PowerPoint from the very start. If you have previously used PowerPoint and are proficient in the course content then you may wish to consider doing an Intermediate or Advanced level course.

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

- Learn about the application and the PowerPoint screen
- Creating a presentation
 - Inserting new slides
 - Recommended techniques for content creation
- Manipulating slides
 - Slide layouts
 - Background colours
- Themes
 - Applying and modifying themes and theme fonts
- Text boxes (Placeholders)
 - Editing, resizing and moving placeholders
- Manipulating text
 - Moving. Copying, deleting and editing text
- Font formatting
 - Formatting options
 - Font type, size, colour and attributes
- Paragraph formatting
 - Alignment
 - Columns
 - Bullets and numbering
 - Spacing
 - Text direction
- Graphics
 - Tables
 - Charts
 - Organisation charts
- Basic animation and transitions
- Printing and proofing

Notes and exercise files are available online at www.dti.ie
The notes will cover PowerPoint Level 1 - Introduction. Ongoing email support is offered.