

## Microsoft PowerPoint – Essentials

These are the topics to get you started with PowerPoint presentations. Choose to explore the ones that you don't know or simply use a session to ask questions about an existing presentation.

- The uses of PowerPoint.
- The PowerPoint screen.
- Presentation basics – New, Open, Close, Save, Save As, Save As PowerPoint Show.
- Adding a new slide to a presentation.
- Understand slide placeholders.
- Use the slide grids and guides.
- Adding, editing, formatting, deleting placeholder text.
- Use different slide layouts – change a slide layout – reapply a slide layout.
- Create notes to accompany a slide.
- Work with bulleted and numbered lists on slides.
- Modify the paragraph indent and spacing options.
- Use table layouts on slides.
- Create and edit pie charts, bar charts etc. on slides.
- Place pictures and clipart on slides.
- Use the drawing toolbar to create custom diagrams.
- Work with different views: Normal view – Slide Sorter view – Outline view.
- Move, copy, duplicate and hide slides.
- Run a slide show.
- Create custom shows.
- Add slide transitions to set the way in which a slide appears.
- Use animation to control how the various elements of a slide appear on the slide, leave the slide or move on the slide.
- Use buttons and hyperlinks to allow direct jumps to other slides or to other material.
- Use slide design options and templates.
- Understand the role of the slide master in achieving consistent and easy to edit formatting across a presentation.
- Modify the slide master.
- Add content such as the date, slide numbers, a logo or simple text to all slides or some slides.
- Print slides, handouts and notes.
- Use the 'Package for CD' facility to save a presentation with all the files that it needs including a PowerPoint viewer so that it can be used on a PC without PowerPoint installed.