



Course Duration:
1 day

Cost:
£249 + vat

Course Code:
QPPT-01

**Qdos Computer
Consultants Limited**

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Booking:
To register for this
course, please call:

020 8763 8732

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Microsoft PowerPoint

Overview:

This course will enable you to create presentations from scratch and modify existing presentations with confidence.

Objectives:

To enable staff to create presentations from scratch and modify existing presentations with confidence.

Target Audience:

Any staff needing to create or manage presentations

Pre-Requisites:

A basic knowledge of Microsoft packages and windows would be useful.

Book online

Call to book

Topics:

Creating a PowerPoint Presentation

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Maintain Backward Compatibility
- Importing a File

The Quick Access Toolbar

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups

Formatting Microsoft PowerPoint Presentations

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Formatting and Editing Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Formatting Text Placeholders
- Formatting Text into Columns
- Adding Slides to a Presentation
- Duplicating an Existing Slide
- Deleting Slides
- Hiding Slides

Working with Images

- Adding Images to a Slide
- Inserting a Picture
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image

- Formatting Images
- Adding Effects to an Image
- Applying a Style and Cropping an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes
- Apply Borders to a Shape
- Modify Shape Backgrounds
- Aligning and Grouping Shapes
- Apply Styles to a Shape
- Create a Custom Shape
- Displaying Gridlines for Shapes
- Adding Text to Shapes in Columns

Working with Tables and Charts

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Modifying Chart Type
- Adding Legends to Charts
- Modifying Number or Rows and Columns
- Importing Charts from External Sources

Finalizing Microsoft PowerPoint Presentations

- Checking Spelling
- Accessing Different Views of a Presentation
- Changing the View to Grayscale
- Changing Page Setup Options
- Exercise: Viewing the Presentation
- Organizing a Presentation in Sections

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Course Outline

- Inserting Section Headers
- Adding Transitions to Slides
- Adding Multiple Transitions
- Modifying Transition Options
- Adding Speaker Notes
- Printing Speaker Notes
- Running a Slide Show
- Configuring Slideshow Resolution
- Printing a Presentation
- Printing Selections
- Printing in Grayscale

Microsoft PowerPoint New Features

- Presenter View Changes
- Object Smart Guides
- Exercise: Using PowerPoint Smart Guides
- Customizing Presentations
- Applying a Theme
- Previewing and Selecting a Theme
- Customizing a Theme
- Saving a Custom Theme
- Setting a Default Theme
- Applying a Background Style
- Apply a Built-in Background Style
- Modify Slide Backgrounds
- Create and Apply a Background Style
- Adding a Footer
- Controlling Page Numbers
- Arranging and Printing Sections
- Using Sections
- Removing Sections
- Printing Sections

Presentation Masters

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Working with Special Effects

- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart
- Presentation

Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Resize a SmartArt Shape

- Reverse Direction
- Resize a SmartArt Graphic
- Reposition a SmartArt Graphic
- Inserting Text into a SmartArt Object
- Creating SmartArt from a List
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

Multimedia

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Inserting a Sound File
- Inserting a Video File
- Adjusting Media Window Size
- Inserting a YouTube Video
- Editing Media Clips
- Editing an Audio Clip
- Editing a Video Clip
- Link to External Media

Setting up the Slide Show

- Setting up a Custom Show
- Configuring Slide Show Resolution
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Creating a Presenter-Independent Slide Show
- Setting Up a Slide Show to Repeat Automatically

Outlines and Slides

- Exporting Notes and Handouts to Word
- Setting Handout Print Options
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic

Managing Multiple Presentations

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint
- Discarding Changes from Specific Users
- Managing Comments

Sharing and Securing a Presentation

- Sharing a Presentation with a Remote Audience
 - Embedding the Fonts in a Presentation
 - Inspecting the Presentation
 - Removing Presentation Metadata
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Course Outline

- Checking for Accessibility Issues
 - Checking for Compatibility Issues
 - Packaging a Presentation for CD
 - Using the PowerPoint Viewer
 - Encrypting a Presentation
 - Adding a Digital Signature
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