

Microsoft PowerPoint Beginners

All versions

Description

People wanting to learn PowerPoint properly need to do the beginners and advanced courses together. The beginner course introduces you to PowerPoint and how to create a simple presentation using text and simple graphics.

Duration

1 Day online/onsite

Outcomes

- Prepare and produce a presentation according to a specified brief.
- Adjust settings to customise the view and preferences of the presentation application.
- Work with multiple presentations.
- Format a presentation.
- Use special presentation effects.
- Apply special formatting to a presentation.
- Customise a presentation for a specified purpose.

Unit Standards

SAQA US #116933: Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations. NQF Level 1. Three credits.

Prerequisites

You must understand how to use Windows

Course content

Module 1: Introduction to the PowerPoint environment

- What is a Presentation Application?
- Planning a Presentation
- Understanding the screen & PowerPoint Terminology
- The Ribbon
- Customising the Quick Access toolbar
- Changing the views
- Using Zoom
- File management
- Creating and saving presentations
- Opening, closing, deleting and working with multiple presentations

Module 2: Create a simple presentation

- Select a design theme
- Insert and delete slides
- Choose a slide layout
- Using placeholders to enter data
- Add text to the presentation
- Work with text:
 - Delete text
 - Cut, Copy and Paste
 - Making use of the Clipboard
 - Using Find and Replace for text
 - Using Spell Check as you type
 - Using Autocorrect
 - Use the Ribbon to change text fonts, sizes, styles and colours
 - Set text alignment
 - Change line spacing

- Create a bulleted list:
- Add and change bullets and numbering
 - Adjust space between text and bullets
 - Convert a bulleted list into Smart Art
 - Using Tabs

Module 3: Working with Graphics

- Working with Graphics
- Inserting Pictures
- Moving, Resizing and Deleting Graphics
- Using the picture tools
- Working with Shapes
- Using the drawing tools
- Adding Word Art
- Using the Word tools

Module 4: Format slides

- Working with Slide Designs and themes
- Changing the background colour

Module 5: Deliver a presentation

- Using Slide Sorter View
- Change the page set up
- Prepare speaker notes
- Create headers and footers
- Preview a presentation
- Print a presentation
- Working with multiple presentations