



## **Basic PowerPoint**

### **Objective**

The objective of this course is to enable the trainee to understand how to create a simple slide show presentation with a master slide layout and some design templates. We will cover the introduction of text, pictures, charts and differing styles of slides. The trainee will gain good experience in how to run the slide show with transitions and applying simple custom animation. We will also look at action button and the introduction of inserting sound and movie objects.

### **Key Content**

- The Screens and icons
- Master Slides – creating a professional consistent image
- Creating Slides, Fonts and Formats
- Different Slides, Different layouts
- Inserting charts and pictures onto slides
- Notes on slides
- Slide Sorter
- Headers & Footers
- Saving & Printing
- Running a slide show
- Transitions and custom animation
- Putting it all together in a show
- Creating an Organisation Chart Slide
- Rehearse Timings and Quiz Shows
- Design Templates – standard and self-created
- Action Buttons on slides
- Movies and Sounds