INTRODUCTION TO POWER POINT PRESENTATION

Duration: 7 hrs (1 day)

OVERVIEW OF POWER POINT PRESENTATION
- ❖ Planning the right presentation for the right environment
- ❖ Physical issues leading to a successful presentation
- ❖ Design considerations
- ❖ Matching the presentation to an audience
- ❖ Colour issues within a presentation
- ❖ Choosing the appropriate design
- ❖ Using an existing or standard template (corporate presentation)

MANIPULATING SLIDES
- ❖ Data entry and editing
- ❖ Inserting slides with a particular slide layout
- ❖ Modifying the slide layout
- ❖ Changing the background colour on the active slide
- ❖ Changing background colour on all the slides within a presentation

SLIDES DATA FORMATTING
- ❖ Text alignment
- ❖ Columns
- ❖ Modifying bullet point formatting
- ❖ Using numbering instead of bullet points
- ❖ Using the Format Painter

INSERTING IMAGES/SHAPES
- ❖ Pictures
- ❖ Clip Art
- ❖ Shapes
- ❖ Text insertion and editing in a shape
- ❖ Inserting SmartArt
- ❖ Inserting Charts and graphs
- ❖ Formatting the shape background fill colour style
- ❖ Formatting the shape line weight and style
- ❖ Formatting the shape line colour
- ❖ Applying table effects, shading and borders.
- ❖ Modifying arrow line shapes and size

FORMATTING SHAPES
- ❖ Formatting the shape background fill colour style
- ❖ Formatting the shape line weight and style
- ❖ Formatting the shape line colour
- ❖ Applying table effects, shading and borders.
- ❖ Modifying arrow line shapes and size

FORMATTING CHARTS
- ❖ Creating Charts
- ❖ Changing the chart type
- ❖ Changing the background colour in the chart
- ❖ Changing the column, bar, line or pie slice colours in the chart
- ❖ Creating organograms, reporting line charts.

TABLES AND TABLE DESIGNS
- ❖ Inserting a table into PowerPoint
- ❖ Applying a style to a table
- ❖ Cell background shading
- ❖ Adding table effects
- ❖ Adding 'Quick Styles' to selected text
- ❖ Applying borders to cells
- ❖ Deleting rows or columns
- ❖ Inserting rows or columns

ANIMATION EFFECTS AND SOUND RECORDING
- ❖ What are animation effects?
- ❖ Applying animation effects to text
- ❖ Applying animation effects to illustrations
- ❖ Custom animation
- ❖ Changing the sequence of animation within a slide

CHARTS AND FLOW CHARTS
- ❖ Creating a chart
- ❖ Changing the chart type
- ❖ Applying chart styles and layouts
- ❖ Creating a line-column on two axes / mixed chart
- ❖ Formatting the vertical axis
- ❖ Drawing a flowchart using built-in flowchart options
- ❖ Changing or deleting flowchart shapes within a flowchart

LINKING OBJECTS
- ❖ When to link slide data to excel sheet.
- ❖ Linking an Excel chart into a PowerPoint presentation

- ❖ Updating a linked object
- ❖ Editing linked data within a presentation

- inking cells in different sheets and workbooks
- The basic 'IF' function
- Function Wizard
- Auditing Toolbar
- Formulas and the coloured boxes
- Introduction to graphs in excel.