



# Reboot Computer Training

## PowerPoint Introduction Course Outline

### Introduction to Microsoft PowerPoint

- What is PowerPoint?
- Choosing between Presentation Types
- Opening, Closing and Saving
- Switching between multiple presentations

### The PowerPoint Screen

- The Ribbon, The Quick Access Toolbar, Zoom tool
- Search
- Using Undo and Redo

### PowerPoint Views

- Normal, Slide Sorter, Reading, Slide Show and Outline views

### Creating a Presentation

- Using Templates
- Creating a new presentation

### Managing Slides

- Inserting, copying and deleting slides
- Modifying the slide layout
- Copying slides within a presentation
- Applying a theme to a presentation

### Working with Text

- Text boxes / Placeholders
- Selecting text
- Copying, Moving and Deleting text within a slide
- Using the Find and Replace Commands

### Font Formatting

- Font formatting options
- Changing font options
- Clearing all text formatting
- Eyedropper

### Paragraph Formatting

- Text alignment and Columns
- Modifying bullet point and number formatting
- Line spacing
- Autofit text



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- Using the Format Painter

## Working with Pictures

- Using SmartArt
- Manipulating pictures
- Grouping and ungrouping Objects
- Working with layers
- Aligning objects vertically and horizontally

## Animation and slide transitions

- Adding slide show transition effects
- Animation effects
- Using Master Pages
- Working with Slide, Handout and Notes Masters

## Finalising the Presentation

- Spell-checking
- Using Portrait or Landscape slide orientation
- Switching between standard and widescreen formats
- Selecting your output format
- Visually inspect each slide before printing

## Running a slide show

- Navigating Slides
- Using the Pointer Options
- Accessing Screen Options
- Presenter View
- Changing to Presenter View during a Slide Show
- Printing