



# MICROSOFT POWERPOINT

PowerPoint 2016 Fundamentals (PPT001)

Traditional Learning Pathway



## COURSE CONTENTS

### EFFECTIVE PRESENTATIONS

- Designing your presentation
- Types of presentation
- Speaker led & kiosk mode
- Tips & tricks for effective presenting

### POWERPOINT OVERVIEW

- Starting PowerPoint
- Using ribbons
- The screen layout
- Panes, panels & views
- PowerPoint views
- Zoom & fit to screen

### NEW PRESENTATIONS

- Using your organisation template
- About templates and themes
- Starting a new presentation
- Using 3rd party templates

### WORKING WITH FILES

- Saving the presentation
- Opening an existing presentation
- Switching presentations
- Closing a presentation

### WORKING WITH SLIDES

- About slide sizes
- Adding a slide
- Slide layouts
- Reset a slide

### PROOFING

- Spell checking
- Consistency with case
- Consistency of font
- Grammar & punctuation

### GOOD DESIGN

- Design for the audience and not for the speaker
- Importance of planning
- Go light on text
- Readability
- Visuals for purpose
- Subtle animation
- Uniformity & consistency
- Balanced design

### FORMATTING TEXT

- Quick styles
- WordArt styles
- Applying bullets & numbering

### DRAWING OBJECTS

- The selection pane
- Add shapes
- Layers
- Arranging tools

### WORKING WITH IMAGES

- Image file types
- Using images, pictures, screen captures
- Add a corporate logo
- Working with photographs
- Picture compression

### WORKING WITH VIDEO

- Adding video
- Embed YouTube

### A CONSISTENT LOOK

- About design templates
- Using a corporate themed template
- Using themes & variants
- Colour schemes
- Backgrounds

### TRANSITIONS

- Add transitions to a slide show
- Adding sounds and timing

### ANIMATION

- About animation
- Animating text and objects

### ORGANIZING SLIDES

- Rearranging slides
- Duplicating slides
- Hiding slides

### PRINTING PRESENTATIONS

- Print preview
- Creating notes, handouts, and outlines
- Export to PDF
- Email your presentation

### DELIVERING THE PRESENTATION

- Going mobile with your presentation
- Setting up the projector
- Tips for the speaker

# MICROSOFT POWERPOINT 2016 FUNDAMENTALS

## COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

## AIM

This course has been designed to allow participants to gain:

- an understanding of presentation software
- confidence with the Microsoft PowerPoint software
- skills to use the software more efficiently and to become more productive in their job

## TARGET AUDIENCE

This course is a beginner's course and assumes no prior knowledge of Microsoft PowerPoint. It is suitable for participants who:

- want to learn basic presentation-creation skills
- want to produce professional looking slideshows presentations
- are expected to know the basic features of PowerPoint for their job
- want to improve their productivity by learning new techniques and shortcuts

## OUTCOMES

By the end of this session you should be able to:

- create professional looking slideshow presentations
- confidently add graphics, animation and transition effects to your presentation
- use a number of keyboard shortcuts to work more efficiently

## ABOUT US

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