

# PowerPoint Refresher

## What Can You Expect?

This course is designed for individuals who need to bridge gaps in their PowerPoint knowledge prior to attending the advanced course. It is also suited to learners who are transitioning from earlier versions of PowerPoint. Learners will attain an Intermediate skill level on completion of this course.

## What Is Required From You?

You should be familiar with using a mouse and keyboard and be comfortable in the Windows environment.

Self-taught or previous experience in PowerPoint.

## 1 Day Course Content

### Elements of the PowerPoint environment

- Identify the components of the user interface

### Creating and modify a presentation

- Create and save a presentation
- Insert slides and change slide layout
- Open and close an existing presentation
- Edit and format text

### Work with text

- Create bullet and numbered list
- Adjust line and paragraph spacing
- Create and manipulate word tables in slides

### Work with graphics

- Create and manipulate objects and autoshapes
- Insert online pictures and pictures from file
- Add and manipulate shadows and 3D effects
- Create and manipulate wordart
- Create and modify word tables in slides
- Create and edit charts
- Create and edit SmartArt graphics
- Create effective flow charts

### Customise a presentation

- Use masters and templates
- Create a custom slide layout

### Prepare to deliver a presentation

- Add speakers notes
- Add slide transition and animated effects
- Set animation order and timing
- Rehearse slide show timing
- Hide and redisplay slides
- Create custom shows
- Set up presentation for maximum effect
- View presentation and use presentation tools
- Print preview and print presentations
- Print an outline, handouts and speakers notes



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