



# Microsoft PowerPoint Foundation

*This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.*

Duration: 1 Day

Audience: New or recent users of Microsoft PowerPoint

Prerequisites: PC Literate

## Course Topics:

- What is PowerPoint?
- Exploring the Screen Layout
- Creating a Presentation
- Inserting AutoLayout Slides
- Working with Text
- Working with Bulleted Lists
- Working with Clip Art
- Other Features
- Animating the Slide Show
- Running a Slide Show
- Printing
- Creating a New Presentation using the Blank Template
- Using the Drawing Tools
- Practice Session

## At course completion delegates will be able to:

- Create a presentation
- Add, edit and manipulate objects within a slide show
- Use the drawing tools
- Animate and run a slide show
- Print handouts, notes pages and slides

