

PowerPoint 2000 Intro/Intermediate



Duration: **2 Days** Course Code: **I-G021**

This two-day workshop has been designed as a practical “hands-on” introduction to the concepts of using PowerPoint 2000 for presentations.

Learning Outcomes

By the end of this course students will be able to Create, Save and Print presentations, Create and Modify Slides, Utilise a variety of editing views, Insert and work with Graphics, create Tables, Graphs and Organisational Charts, Present, Build and Animate Presentations.

Prerequisites

This course is designed for students with little or no knowledge of PowerPoint 2000. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Why use PowerPoint
- Starting PowerPoint
- The PowerPoint Screen
- Working with Toolbars
- Shortcut Menus
- Making the most of Help

Creating a Basic Presentation

- Creating your presentation
- Viewing and running your show

File Operations

- Saving your presentations
- Closing your presentation
- Opening an existing presentation
- Opening a recently used presentation
- Handling multiple presentations

Working With Slides

- Adding new slides
- Changing slide layouts
- Changing the slide view using Normal, Outline, Slide, Slide Sorter and Slide Show views
- Moving between slides
- Undoing and redoing an action

Templates and Backgrounds

- Changing the overall design
- Applying a design template
- Changing the colour scheme
- Customising slide backgrounds

Working with Text

- Editing Text
- Adding bullet paragraphs
- Promoting and demoting points

Reorganising Text and Slides

- Reorganising text
- Reorganising slides in Outline and Slide Sorter views
- Copying slides using Slide Finder

Formatting Text Paragraphs

- Copying existing formats
- Bullets and numbering
- Adjusting an indent

Slide Masters

- Title and slide masters
- Handout and Notes masters

Drawing and Clipart

- Working with pictures
- Drawing objects
- AutoShapes
- Enhancing drawing objects
- Adding text to drawing objects
- Layering and grouping objects
- Adding text using WordArt

Organisation Charts & Graphs

- Creating an organisation chart
- Creating a chart

Printing and Page Setup

- Slide setup
- Headers and footers
- Printing your presentation

Slide Shows

- Electronic presentation effects
- Simple slide transitions, preset animation, custom animation and transition effects, customising animation effects
- Rehearsing your presentation
- The Pack and Go Wizard