

PowerPoint 97 Essentials



Duration: **1 Day** Course Code: **I-G016**

This one day workshop has been designed for users who need to create, edit and use presentations created with Microsoft PowerPoint 97.

Learning Outcomes

By the end of this course students will be able to create and store a presentation, access and retrieve data for editing, edit simple text and slides to a required format and layout and create complex presentations

Prerequisites

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

Creating a Basic Presentation

- The AutoContent Wizard
- Navigating a variety of views
- Running and Navigating your show
- Saving, Closing and Opening
- Creating presentations from Templates
- Adding, Deleting and Modifying slides
- Applying a Design Template
- Modifying and Reorganising text & slides using: Outline view, the Slide Finder, Expand and summarise Slides
- Formatting text
- Applying global presentation changes
- Checking for spelling and style errors
- Exiting PowerPoint

Graphics, Special Effects and Automating Your Show

- Inserting and modifying pictures and drawing objects
- Changing your colour scheme
- Adding a slide footer
- Automating your show with slide transitions and builds
- Adding animation, sound and movies
- Printing slides and audience handouts

Appendix A

- Learning as you work with help and the office assistant
- Rehearsing your presentation
- Customising the ClipArt gallery
- Saving your presentation as a template
- Pack and Go Wizard
- Managing Your electronic presentation
- Adding functionality with Action buttons

Appendix B

- Exporting slides and slide text to word
- Creating organisational charts
- Inserting Word tables and Excel sheets
- Creating charts

Appendix C

- A Glossary of additional functions

