

## PowerPoint 365 / 2019 Online Modules

### 90 Minute sessions

#### Overview

These 90 minute bit-size sessions designed to focus on specific aspects of Microsoft PowerPoint and will benefit anyone wanting a good understanding on these topics. Exercises are supplied and delegates will get a mix of watching and hands on activity.

Limited to a maximum of 8 delegates per session.

#### Course Contents (approx. 90 Mins with Q&A)

##### Getting Started

- Ribbons; QAT; Views; Placeholders
- Grids/Guides
- Understanding slide layouts
- Add/Delete/Move slides
- Enter/Edit/Format text
- Line and paragraph spacing
- Tabs and Indents
- Using Outline pane
- Using Designs
- Adding Notes
- Printing options
- Run a basic slide show

##### Tables and Bullets & Numbering

- Creating & Sizing
- Formatting with Styles or Manually
- Insert/Delete Rows/Columns
- Merge/Split cells
- Using Borders, Colour, Styles and other effects
- Adding bullets and sub bullets
- Changing bullet style & colour
- Adjusting spacing between bullets
- Adding Numbering and sub numbers
- Changing Number style
- Adjusting spacing for Number styles
- Add Footers – Text, Date, Page Numbers
- Run a basic slide show

##### Graphics and Charts

- Insert/Edit/Format charts
- Chart Titles, Legends, Labels, Tables, Scale and Axis settings
- Import charts from Excel
- Insert/Crop a picture
- Pictures - Using special effects
- Add Screenshots
- SmartArt - Lists, Processes, Pyramid, Relationships
- Create/Format an Organisational chart
- Shapes - Text boxes, Lines, Arrows, Rectangles, Ovals, Stars
- Changing colour and Shape style
- Image Alignment & Distribution; Rotation; Bring Forward/Backward; Grouping

##### Slide Shows

- Creating and Running slide shows
- Creating notes pages
- Using transitions and text build
- Use 3d motion transitions
- Hiding/un-hiding slides
- The Slide navigator
- Timings – Slide and Transitions
- Customised Show and Loops
- Create and use Hyperlinks
- Action Buttons & Slide Finder
- Action Controls to navigate a slide show
- Summary & Agenda Slides
- Presenter view

### Slide Masters and Templates

- View/Use the Slide Master
- Notes Master Placeholders and Handout master
- Insert dates, times, numbering and logo's
- Formatting: Title area, Objects, Colours Headers/Footers
- Create Customised Template Presentations
- Use Design Template on a slide/master
- Apply Template colour schemes and custom Slide background
- Apply, Save & Delete templates

### Audio, Video, Special effects

- Add Sounds & Video
- Record narration
- Add Bookmarks to video
- Trim Audio/Video clips
- Hyperlink to video on web sites
- Add a Motion path animation and Trigger
- Use Animation Effects
- Add Custom Animation Objects
- Animation Timings & Charts
- Multimedia Settings
- Animated GIF's

### **Course Materials**

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Blue = Introduction level

Orange = Advanced level