

# Training@ CÓRAS IT

## MS PowerPoint: Outline

### **PowerPoint I**

The PowerPoint screen.

Main Features and review of menu items.

The various views available.

Demonstration of quickly creating a presentation from scratch using a Word file.

*Delegates now repeat this.*

Discussion of good and bad practices in using PowerPoint.

*Emphasis on the importance of content over style,*

*And using the software as an aid to a spoken presentation, rather than dominating it.*

Formatting Individual slides.

Fonts, text, colours etc.

The various areas on a slide.

Adding Notes.

Applying a template to whole presentation.

Using the 'Slide Sorter'.

Applying transitions and animations to individual slides and groups of slides.

Inserting pictures and diagrams:.

Clip Art.

Image or photograph.

Charts – using the menu item.

Chart – From Excel.

Other graphics and shapes.

Formatting pictures and graphics.

Adding sound and movie clips.

Delegates are then invited to prepare the content for a short (10 minute) presentation to be finalised at the next session; and then delivered to the other delegates.

### **PowerPoint II**

Review of work done in earlier session.

*- limit to 10 minutes:.*

Work on and finalise prepared presentations.

Deliver to group.

Working with notes and handouts etc.

Print: Slides, handouts, outlines and speaker notes.

#### **(Advanced Topics)**

Customising templates.

Working with masters .

Collaborating on a presentation.

Tracking changes.

Merging presentations.

Rehearsing timing.

Saving, publishing and delivering presentations.

Other Issues and requirements raised earlier in the two sessions.