

PowerPoint

Foundation

Course Outline

Using PowerPoint

- Navigating between Slides
- Zoom Tool
- PowerPoint Views
- Help
- Saving a Presentation
- Closing a Presentation
- Closing PowerPoint
- Using Multiple Presentations

Creating a Presentation

- Creating a New Presentation
- Inserting a New Slide
- Undo and Redo

Manipulating Slides

- Inserting Slides
- Modifying the Slide Layout
- Changing the Background Colour

Themes

- Applying a Theme to a Presentation
- Modifying the Theme Colours
- Modifying the Theme Fonts

Text Boxes (Placeholders)

- Editing Text Boxes (Placeholders)
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

Manipulating Text

- Selecting Text
- Copying & Moving Text
- Deleting Text
- Using Find & Replace

Font Formatting

- Font Type
- Font Size
- Font Size
- Bold, Italic or Underline
- Strikethrough
- Shadow Effects
- Character Spacing
- Changing Case
- Font Colour
- Clearing All Text Formatting

Paragraph Formatting

- Text Alignment
- Columns
- Modifying Bullet Point Formatting
- Changing the List Level
- Indenting Bulleted Text

- Line Spacing
- Paragraph Spacing
- Outline View
- Presenter Notes
- Text Direction
- AutoFit
- Format Painter

Tables

- Table Selection Techniques
- Creating a Table
- Applying a Style to a Table
- Cell Background Shading
- Table Effects
- Adding 'Quick Styles' to Selected Text
- Applying Borders to Cells
- Deleting Rows or Columns
- Inserting Rows or Columns
- Modifying Column Width and Row Height
- Distributing Rows and Columns

Graphics

- Manipulating Illustration
- Pictures
- Clip Art
- Shapes
- Inserting Text Into a Shape
- Inserting Perfect Circles / Squares
- Inserting a Line
- Inserting a Free Drawn Line
- Inserting an Arrow
- Inserting a Text Box
- Inserting SmartArt

Manipulating Graphics

- Shape Background Fill Colour Style
- Shape Line Weight and Style
- Shape Line Colour
- Shadow effects
- Modifying Arrow Lines
- Rotating or Flipping
- Layering Illustrations to the Front or Back
- Aligning Graphics
- Grouping and Ungrouping Objects

Charts

- Inserting Charts
- Changing the Chart Type
- Changing the Background Colour In the Chart
- Changing the Column, Bar, Line or Pie Slice Colours In the Chart
- Chart Title Manipulation
- Adding Data Labels to a Chart

Organisation Charts

- Creating an Organisation Chart
- Adding Labels to an Organisation Chart
- Adding a Co-Worker
- Adding a Subordinates
- Adding a Manager
- Changing the Hierarchical Structure

Manipulating Slides

- Copying & Moving Slides
- Deleting Slides

Slide Masters

- Inserting a Picture into a Master Slide
- Removing a Graphic from a Master Slide
- Creating a Footer
- Automatic Slide Numbering

- Inserting Dates Into the Footer

Slide Shows

- Running a Slide Show
- Transition Effects
- Animation Effects
- Hiding Slides

Printing and Proofing

- Spell-Checking
- Portrait or Landscape Orientation
- Selecting Your Output Format
- Printing Options
- Selecting a Different Printer
- Printing Selected Slides
- Number of Slides Per Page to Be Printed

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