

Refine-IT

Course Outline PowerPoint 2002 - Basics

Overview and Goals - to introduce delegates to the functions available in Microsoft PowerPoint.

Course Objectives - to understand the screen geography and new terminology, to create, save, close and re-open a presentation, and to apply basic text formatting within a presentation.

Who Should Attend - users with experience of Windows and using a mouse.

Duration- Half day

Introduction

- Opening PowerPoint
- Screen Geography
- Using Menus and Dialogue Boxes
- Office Assistant
- What's new since 2000

Creating a Presentation

- Understanding Templates
- Selecting a Template
- Understanding Slide Layouts
- Selecting a Slide
- Click Here Prompts
- Bulleted Lists
- Inserting Slides
- Changing Slide Layout

General

- Basic Navigation Techniques
- Selection Techniques
- Undo, Redo
- Cut, Copy and Paste

File Management

- Saving a Presentation
- Opening a Presentation
- Closing a Presentation
- Printing a Presentation

Formatting

- Changing Text Colours
- Changing Text Alignment
- Changing Typeface and Text Size
- Applying Bold, Italic and Underline

Help

Further PowerPoint Courses



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Word, Outlook, Internet, Excel, Project, Access, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

www.refine-it.co.uk