

Microsoft Office 2019

Powerpoint

Syllabus

Presentations

Course descriptor

Overview

Presentations are a way to communicate information and present ideas. They can be used to enhance the delivery of information by a speaker or be used to convey information remotely. The use of presentation software in today's working environments is multifold. They can also be used to create diagrams, posters, and design fliers, making them a valuable skill for the workplace.

In this module you will learn how to use Microsoft PowerPoint, a software that is used to create presentations. Throughout a series of worksheets, you will learn the technical skills required to create presentation content, appealing presentation styles and see how PowerPoint can create a more interactive experience for audiences using animations and transitions.

Objectives

Students attending the course will:

1. Learn how to use Microsoft PowerPoint to create presentations.
2. Create content in presentation documents.
3. Format and style presentations.
4. Make presentations interactive through animations and transitions.
5. Use the output features of PowerPoint to share a presentation.

Assessment

Assessment for this course will involve:

1. 1 x quiz, taken at the end of the course.

Prerequisites

The course requires basic knowledge of computers (such as turning a computer on or off, launching applications, browsing through files etc.).

Required resources

You will need a lower-range computer (preferably running Windows 7 or later) and an installation of Microsoft Office 2013 or later.

Syllabus

Session	Title	Material
1	Introduction to Presentations	What is a presentation? Using Microsoft PowerPoint, creating new presentations/from existing templates, saving, opening, writing basic text.
2	Menus & Selections	Create slides, changing layouts, copying, moving, duplicating, deleting and hiding slides. Copying, Cutting, Pasting, Deleting Texts, searching, replacing.
3	Formatting: Text and Paragraph	Bold, italics, underlining, superscript and subscript, text colors etc. Creating and formatting paragraphs, indentation, spacing, lists.
4	Design & Styles	Using styles, inserting symbols. slide design and color, Slide Master
5	Images & Shapes	Inserting images from the internet/PC, resizing and modification, Inserting and handling shapes, modifying shapes, grouping
6	Tables & Illustrations	Creating editing and deleting tables, rows and columns, table formatting. Insert charts, insert data into table, edit, modify, and format charts. Insert smart art, insert data, edit and modify SmartArt.
7	Animations & Transitions	Add and remove animations or transitions. Animation and transition properties and ordering
8	Output	Adding presenter notes, Slide numbers, dates and time, Changing slide size, orientation. Starting a slideshow from start or current slide, slide navigation, end slideshow Views, print previewing, printing, spell checking,

Progression

Attendees of this course could potentially progress several other courses:

- Word Processing
- Spreadsheets

FOR MORE INFORMATION:



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