MS PowerPoint 97 Introduction
A One Day Training Course

Course Aims:

MS PowerPoint 97 is a business graphics program running in the Windows 95 environment. This one-day course guides participants through PowerPoint, and shows how to: create text slides, use the drawing tools, add and manipulate Clip Art images, create and edit graphs and create rolling presentations. The course involves hands-on exercise with a series of specially prepared examples to help the delegates be more confident working with PowerPoint.

Course Outline:

Introduction to PowerPoint 97
- Starting and Exiting PowerPoint 97
- The PowerPoint Dialogue Box
- The PowerPoint Screen

Getting Assistance
- Using Office Assistant
- Looking Up Information in the Index & Contents
- Manipulating the Help Window
- Finding Out What is on the Screen

Opening, Saving & Closing a Presentation
- Opening an Existing Presentation
- Opening a Recently Used Presentation
- Switching Between Open Presentations
- Understanding and Manipulating Objects
- Saving & Closing a Presentation

Creating Text Slides
- Creating a New Slide
- Entering Text
- Moving the Insertion Point
- Selecting and Deleting Text
- Moving & Copying Text

Using the Formatting & Proofing Tools
- Formatting Text
- The Format Painter
- Changing Bullet Characteristics
- Checking Spelling and Style
- Find & Replace

WordArt, Clip Art, Sounds & Videos
- The Clip Gallery
- Cropping & Replacing Clip Art
- Inserting WordArt into Your Presentation

Using the Drawing Tools
- Drawing Lines, Arrows, Rectangles & Ovals
- Using the Text Tool; Drawing AutoShapes
- Using Constraint Keys
- Changing Object Properties
- Grouping Objects

Creating Graphs
- Starting Microsoft Graph
- Entering & Editing Data in the Datasheet Window
- Choosing a Chart Type
- Inserting a Chart into a Presentation

Changing the Presentation's Overall Look
- Creating a New Presentation
- Apply a presentation design to an existing presentation
- Changing the Slide & Title Masters

Working with Other Views
- Components of a Presentation
- Slide & Outline View;
- Slide Sorter & Slide Show View
- Notes Page View

Printing
- Printing the Presentation
- Printing Notes & Handout Pages

Target Audience:

Intending, new or recent users of MS PowerPoint 97 who need to get to grips with the package quickly, and gain a thorough grounding in its features and facilities.

Assumed Knowledge:

Basic familiarity with PCs, a mouse and Windows 95 is required, gained by previous user experience or by attendance on a "Windows 95 User Introduction" course. Knowledge of another software package, Word for Windows for example, would be beneficial.