

Microsoft PowerPoint - Basic

Description: Abilities enabling the preparation of a legible and suggestive presentation is crucial for people taking various positions in contemporary enterprises and institutions. During the training, each participant will be familiarized with the tools useful both for preparation of the presentation and also when giving the presentation.

Duration: 8 hours

Initial requirements: Basic ability to use computer using the Windows operating system.

For whom: Employees of sales and marketing departments and all those who wish to reinforce their message during meetings by using presentation.

Module: Basic (MSPP01)

1) Introduction

- a. Definition of presentation
- b. Slide
- c. Types of presentations
- d. Means of communication

2) Basic operations

- a. Launching and the method of starting work (Content creator, project template, empty presentation)
- b. Working area
- c. Using views (normal, sorting slides, reading, show,)
- d. Opening presentation, types of files
- e. Closing and saving changes

3) Creating and editing contents of the presentation

- a. Inserting slides
- b. Role and application of slide layout
- c. Change of slide order
- d. Removal of slides

4) Text application. Editing and formatting

- a. Role of composition and text layout in presentation
- b. Selection of fonts and text colours
- c. Text formatting (fonts, paragraph)
- d. Draft

5) Adapting presentation view

- a. Changing colour of slide background
- b. Applying templates – introduction
- c. Adapting view to the form of presentation

6) Printing presentation

Module: Visualisation of processes. Drawing methods (MSPP02)

- 1) Drawing**
 - a. Basic drawing objects (auto shapes)
 - b. Drawing methods using Ctrl and Shift keys
 - c. Marking methods
 - d. Removing elements of drawing
- 2) Modification of the size and position of elements on the slide**
 - a. Change of size and position of several elements at the same time
 - b. Aligning
 - c. Deployment of elements in the area of the slide
 - d. Tool facilitating drawing (grid and guidelines)
 - e. Change of order in layers
 - f. Text fields
- 3) Modification of object features**
 - a. Filling
 - b. Outline
 - c. Size and location
 - d. Text feature
 - e. 3D effect and shadow
- 4) Grouping**

Module: Graphic (MSPP03)

- 1) Types of graphic files**
 - a. Vector graphic (*.wmf)
 - b. Bitmaps (*.bmp, *.jpg, *.gif)
 - c. Features and methods of editing individual types of graphic
- 2) Inserting Clipart objects**
 - a. Available library pictures
 - b. Searching for an adequate picture
 - c. Downloading Internet graphic
- 3) Editing graphics**
 - a. Change of size
 - b. Cutting
 - c. Change of colours
 - d. Position on slide

Module: Charts and Diagrams (MSPP04)

- 1) Charts**
 - a. Charts – general information
 - b. Elements creating chart

2) Charts in Microsoft PowerPoint presentation

- a. Colours
- b. Mixed charts

3) Diagrams

- a. Organisational charts
- b. Other diagrams

Module: Tables and tabs (MSPP05)**1) Tables**

- a. Inserting tables
- b. Adding and removing rows
- c. Adding and removing columns
- d. Merging cells
- e. Splitting cells
- f. Drawing tables
- g. Adapting table rows and filling colour
- h. Formatting text

2) Tabs

- a. Types of tabs
- b. Setting tabs positions
- c. Changes of location of tabs

3) Tables and tabs - comparison