

# PowerPoint Refresher

## What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

## How long is the course?

1 Day

## Who should attend?

This course is designed for individuals who need to bridge gaps in their PowerPoint knowledge, prior to attending the advanced course. It is also suited to learners who are transitioning from earlier versions of PowerPoint.

### Elements of the PowerPoint 2016 Environment

Identify the Components of the User Interface

### Creating a Presentation

Create a New Presentation  
Insert Slides and Change Slide Layout  
Save a Presentation

### Modify a Presentation

Open and Close an Existing Presentation  
Edit and Format Text

### Work with Graphics

Create and Size Objects  
Move and Copy Objects  
Insert Clip Art Pictures and Pictures from File  
Format Objects and AutoShapes  
Format Clip Art  
Align and Distribute Objects  
Rotate and Flip Object  
Group and Ungroup Objects and Clip Art  
Add and Manipulate Shadows and 3D Effects  
Create and Manipulate WordArt

### Work with Text

Create Bullet or Numbered List  
Adjust Line and Paragraph Spacing  
Create and Manipulate Word Tables in Slides

### Customise a Presentation

Use Masters and Templates  
Create a Custom Slide Layout

### Adding Charts and Diagrams

Create and Edit Charts  
Create and Edit Diagrams (incl. Organisational Charts)  
Create Effective Flow Charts

### Prepare to Deliver a Presentation

Add Speakers Notes  
Add Slide Transition and Animated Effects  
Set Animation Order and Timing  
Rehearse Slide Show Timing  
Hide and Redisplay Slides  
Create Custom Shows  
Set up Presentation for maximum effect  
View Presentation and Use Presentation Tools  
Print Preview and Print Presentations  
Print an Outline, Handouts and Speakers Notes