

## Course Overview

The purpose of PowerPoint Basic training is to equip individuals with a solid foundation in using PowerPoint's features, allowing them to create visually engaging slideshows, communicate ideas effectively, and enhance their presentation skills. PowerPoint Basic training is designed for beginners and serves as a fundamental step in acquiring the ability to create professional and impactful presentations for personal, academic, or professional use.

## Audience Profile

This course provides a comprehensive introduction to Microsoft PowerPoint, covering the essential skills and tools needed for creating and delivering effective presentations. Participants will gain foundational knowledge required for both personal and professional slide creation and presentation tasks.

## Certification

Certificate of completion

## Word Intermediate Overview

### Lesson 1: Introduction to Microsoft PowerPoint

- What Is Microsoft PowerPoint?
- Launching PowerPoint
- Understanding the PowerPoint Interface
- Creating a New Presentation

### Lesson 2: Working with Slides

- Adding and Deleting Slides
- Slide Layouts and Design
- Slide Themes and Variants
- Rearranging and Copying Slides

### Lesson 3: Adding and Formatting Text

- Typing and Editing Text
- Text Formatting (Font, Size, Colour)
- Bulleted and Numbered Lists
- Spell Check and Proofreading

### Lesson 4: Adding Images and Graphics

- Inserting Pictures and Clip Art
- Image Formatting and Cropping
- Adding Shapes and Icons
- Working with SmartArt

### Lesson 5: Slide Transitions and Animation

- Applying Slide Transitions
- Animation Basics
- Custom Animation
- Timing and Sequencing

### Lesson 6: Slide Master and Templates

- Using Slide Master
- Creating Custom Slide Layouts
- Designing Presentation Templates
- Theme Customization

### Lesson 7: Adding Multimedia and Links

- Embedding Videos and Audio
- Hyperlinks and Action Buttons
- Interactive Elements
- Speaker Notes and Presenter View

### Lesson 8: Slide Show Delivery and Tools

- Starting a Slide Show
- Presenter View
- Slide Show Options
- Annotations and Markups

### Lesson 9: Printing and Exporting

- Printing Slides, Handouts, and Notes
- Exporting to PDF or Video
- Sharing and Collaboration
- File Management and Compatibility

### Lesson 10: Tips and Tricks

- Keyboard Shortcuts
- Customizing PowerPoint Options
- Troubleshooting Common Issues
- Presentation Tips for Success

## Pre-Requisites

### Required:

- Familiarity with a Windows-based computer