



Microsoft PowerPoint Introduction

This outline covers core Microsoft PowerPoint topics. On completion delegates will be able to create and run captivating PowerPoint presentations that will engage audiences and help them retain the content.

Module 1

- Overview of the PowerPoint interface and basic features
- Different views
- Creating and saving presentations

Module 2

- Inserting, deleting, reordering, and duplicating slides
- Applying slide layouts and themes
- Adding text, images, shapes, charts, tables, and other visual elements

Module 3

- Fonts, colours, effects, alignment, spacing
- Resizing, cropping, and positioning visual elements

Module 4

- Applying transitions between slides
- Adding animations to text and objects

Module 5

- Adding Notes
- Running slide shows
- Presenter view
- Printing handouts

Module 6

- Using the pointer and highlighter while running a show
- Slide Navigation during presentation
- Use subtitles while running a presentation.