

## Microsoft PowerPoint 97

**Course Level** : Introduction

**Course Duration** : 2 days

**Prerequisites** : A working knowledge of Windows 95 is required.



- Pattern Fills and Lines
- Inserting Clipart
- Importing Graphics
- Overlaying Text
- Working with text blocks
  - Creating & Editing
  - Moving, resizing
  - Changing attributes

### ▼ Course Content

- Course Objectives
- What is PowerPoint?
- A Windows 95 Overview
- Loading PowerPoint
- Discussing some terminology
  - Choose
  - Dimmed
  - Select
  - Unselect
- Using Help
  - Contents and Index
  - What's this?
  - Office Assistant
- The PowerPoint Screen
  - Title Bar
  - Menu Bar
  - Toolbar
  - The Power Bar
  - Scroll Bars
  - The Tool Palette
- Creating a Presentation
  - Using the Outliner
  - Using a Wizard
  - Using a Template
  - Selecting a Layout
  - The Slide Sorter
- Saving the presentation
- Files and filenames
- Using the Tools
  - Rectangle, Oval, Ellipse
  - AutoShapes, Lines and arrows
  - Format Painter
- Working with objects
  - Select
  - Move, Resize and Reshape
  - Rotate and Flip

- Creating Organisation Charts
- Creating Speaker Notes
- Running a slide show
  - Slide Transition
  - Slide Build
  - Rehearse Slide Timings
- Printing the presentation
  - Slides, handouts
  - Speaker Notes
  - Full page
  - Page Setup
  - Outline
- File & Folder Management
- Using Masters
- Workshop