



**Course Content**  
**Powerpoint Basic**  
**Duration: 1 Day**  
**US: 116933 - US:117923**

# Overview

## Unit Standard 116933

### MODULE 1

Introduction  
Examples of presentations

### MODULE 2

Open MS PowerPoint

### Course Content

#### PowerPoint Basic

Unit Standard 116933

Unit Standard 117923

Duration: 1 or 2 Days

#### Delete

Find and Replace Text Formatting

Text Alignment

Line Spacing

Change the background colour

Background Fill – one colour Fill

Effects – Gradient \*\*

Explore the PowerPoint window \*\*

Title Bar Menu Bar Standard Toolbar

Formatting Toolbar Drawing Toolbar

Status Bar

Create a new slide presentation

Inserting a new slide Saving a

presentation Using Save As

Close a presentation

Open an existing presentation

Close MS PowerPoint

### MODULE 3

Apply different layouts to existing slides Adding a new slide with a specific layout

Inserting Text

Selecting Text

Deselect Text

Text and Slide Manipulation

Cut, Copy and Paste

Fill Effects – Texture \*\* Fill Effects

– Pattern \*\* Fill Effects – Picture \*\*

Design Styles

### MODULE 4

Benefits of saving with different file formats

Saving in different formats

### MODULE 5

Create an AutoCorrect entry

Delete AutoCorrect Entries Turn off

AutoCorrect

Set up AutoCorrect for Automatic

spelling corrections

Spelling checking

### MODULE 6

Preview a presentation Print a

presentation Exercise

## **Unit Standard 117923**

### **MODULE 1**

Preparing a Presentation

### **MODULE 2**

Using Zoom Normal View Slide Sorter  
View Slide Show View  
Changing the View  
Switch toolbar menus on and off  
Changing the Slide Format

### **MODULE 3**

Open multiple presentations  
Switch control between open  
presenta- tions  
Manipulate text between open  
presenta- tions

### **MODULE 4**

Automatic Formatting  
Slide Layouts  
Design Templates  
Create a Presentation using a  
Design  
Template

### **MODULE 5**

Setting tabs Using tabs Resetting  
tabs Removing tabs  
Add an image to a slide  
Clipart  
From File  
Apply bullets automatically Apply  
bullets to existing text Remove  
bullets  
Bullet Settings  
Text and Bullet Positioning  
Apply numbering  
Remove numbering  
Creating multi-level numbering

### **MODULE 6**

Headers and Footers  
Notes and Handouts

### **MODULE 7**

Printing Notes and handouts

### **MODULE 8**

Sorting Slides Slide Sorter view  
Normal View Hiding slides  
Run a slide show  
Navigate within a presentation

### **END USER MODULE**

Toolbars  
Using the Menu System and Toolbars  
Floating Toolbars versus Docked  
Tool- bars  
Dock a Toolbar Undock a Toolbar  
Create a Toolbar Modify a Toolbar  
Other Toolbar Options  
Scroll bars

### **Help**

Change the Office Assistant  
The Office 2003 Clipboard  
Difference between Left align and  
Justified  
Indent

Format Painter AutoContent Wizard  
Slide Sorter Toolbar Setup Show  
PowerPoint Shortcuts

**The above course is compiled for  
individuals with:** Keyboard Skills,  
Introduction to PCs, Windows Basic,  
Windows Intermediate, Word  
Basic and Excel Basic



**Course Content**  
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