POWERPOINT
LEVEL: BEGINNER

FORMATION CAD

Duration: 1 day
 Prerequisites:
- Knowledge of the Windows environment
- Have access to a computer and Microsoft PowerPoint (versions 2013, 2016 or OFFICE 365)
Learning tools:
- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:
- Make a Powerpoint presentation using the main tools
- Use the appropriate slide format
- Customize the presentation with tables, charts, images.
Attestation: yes

PROGRAM:

The environment:

- Entering and editing text
- Open a presentation
- Move around in a presentation
- Use the Help function

Basic concepts:

- Create a new presentation
- Insert and delete a new slide
- Check the style as you type
- Save your presentation
- Select, copy and move text
- Cancel and repeat operations

Formatting:

- Change the text formatting
- Work with bulleted lists
- Add speaker comments
- Work with Outline mode
- Work with Slide Sorter mode
- Add a header and footer

Master:

- Edit masters
- Reapply the master

Images and WordArt:

- Use library images
- Work with WordArt

Drawings and annotations:

- Use the Drawing toolbar
- Use a text box
- Use the AutoShapes button
- Select, move and copy objects
- Change the color or fill
- Insert text into a drawing object
- Flip and rotate an object
- Change the stacking order of objects

Tables:

- Create a table
- Move around in a table
- Select cells
- Change the size of a table
- Change the layout of a table

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Creating SmartArt:

- Create and convert text to SmartArt
- Change the style, color, and shapes of SmartArt
- Convert SmartArt to text or shapes.

Introduction to charts:

- Create a chart
- Choose a chart type
- Modify the data
- Change chart options
- Improve the visual appearance of the graph.

The presentation screen:

- Create and launch screen presentations
- Enhance your presentation with transitions
- Add animations

Printing:

- Display in black and white
- Change slide layout
- Printing in part, the selection

QUESTIONS AND ANSWERS