



Microsoft PowerPoint Introduction

Overview

This Introduction course explains how to navigate the PowerPoint application, use common commands and shortcuts, and carry out everyday tasks such as creating, opening, saving, printing and closing presentations. You will then build on these fundamentals by adding and organising slides, entering and editing text, applying basic formatting, and viewing your presentation in different ways.

Target Audience

This guide is intended for beginners and occasional users who need to create clear, professional PowerPoint presentations for work or community projects. It assumes basic computer and Windows skills (using a mouse, keyboard and file folders) but no prior experience of PowerPoint.

Program Fundamentals

- Starting PowerPoint
- What's New in PowerPoint
- Understanding the PowerPoint Program Screen
- Giving Commands
- Using Command Shortcuts
- Creating a New Presentation
- Opening a Presentation
- Previewing and Printing a Presentation
- Saving a Presentation
- Closing a Presentation
- Using Help
- Exiting PowerPoint

Getting Started with Presentations

- Inserting Slides and Deleting Slides
- Selecting a Layout
- Navigating a Presentation
- Organizing a Presentation

Inserting and Editing Text

- Inserting Text
- Inserting a Text Box
- Editing Text
- Moving and Copying Text
- Controlling How Text is Moved or Copied



- Collecting Multiple Items to Move or Copy
- Using Undo, Redo and Repeat
- Checking Your Spelling
- Finding and Replacing Text
- Inserting Symbols and Special Characters
- Inserting Equations

Formatting Text

- Changing Font Type
- Changing Font Size
- Changing Font Colour
- Changing Font Style
- Using the Font Dialog Box
- Copying Formatting
- Using WordArt

Viewing a Presentation

- Changing Views
- Using the Zoom Controls
- Using the Outline Pane
- Working with the Presentation Window
- Working with Multiple Presentations