



Computer Training: MS PowerPoint®

When you complete any of these MS PowerPoint® training courses, **you'll receive a certificate** to confirm your proficiency. You can also "pick and choose" topics from any of these courses for [Q&A sessions](#) or [Project Kickstarts](#) (no certificates issued for Q&A or Kickstart sessions). You can also [purchase the workbooks](#) for these courses separately.

Level 1 Computer Literacy

Note: To get the most out of your instruction, we recommend that you first master the skills in our [Computer Literacy](#) course.

Microsoft PowerPoint® Level 2

Microsoft Powerpoint® is a great tool for presentations, whether you're lecturing for free at your local club or organization, or presenting multi-million-dollar ideas in the boardroom. Learn the basics:

Average course time: 3 hours

You'll need:

- [Computer Literacy](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft PowerPoint® 6.0 or higher or Microsoft Office® 97 or higher

You'll learn:

- About slide shows
- Creating a slide show from a template
- Inserting text boxes and pictures
- Resizing objects
- Formatting text
- Bullets and numbering
- Cut, Copy and Paste between slides
- Working with pictures
- Organizing slides



- Navigating through the slide show
- Creating notes
- Animations
- Slide transitions and advances
- Previewing your slide show
- Slide show setup
- Printing notes and handouts
- Packaging for CD



Microsoft PowerPoint® Level 3

Average course time: 3 - 4 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft PowerPoint® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft PowerPoint® Level 2](#) or equivalent experience

You'll learn:

- Theme and template customization
- Custom colour schemes
- Slide use and re-use
- Hiding slides
- Numbered lists
- Line spacing
- Spelling and thesaurus
- Tables and borders
- Find and replace
- Custom animations
- Views
- Ruler, gridlines, and drawing guides
- Zooming
- Colour, grayscale, and black-and-white
- Cascading windows
- Autoshapes
- Grouping objects
- Object order
- Headers and footers



Microsoft PowerPoint® Level 4

Make Microsoft Powerpoint® sing and dance for you - literally!

Average course time: 3 - 4 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft PowerPoint® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft PowerPoint® Level 3](#) or equivalent experience

You'll learn:

- Inserting a soundtrack
- Record narration
- Inserting movies and animations
- Hyperlinks
- Actions
- Starting from a blank presentation
- Customizing bullets and numbers
- Protecting your presentation
- Inserting diagrams
- Inserting charts
- Markups and comments
- WordArt
- Rehearse timings
- Custom shows
- Thesaurus and language
- Preparing a slide show for the web
- The black slide at the end of the show