



# PowerPoint - Level 1

## Description

Provides the skills to use a range of basic presentation software tools. Learners will be able to create text based or diagram based slide shows and lecture notes. This course will cover: introduction to the Master Slide, Headers and Footers, adding borders to a frame, adding a background to slides, saving a Master Slide, adding a new slide, different views, saving a presentation, deleting and inserting a new slide, printing in various formats, inserting graphics, resizing and moving a graphic, reordering shapes, moving a slide, creating a multi-slide presentation, demoting and promoting bullets, inserting a chart, inserting an autoshape, copying a graphic and using the Help function.

## Skills Required

No prior knowledge of PowerPoint is needed for this course, also beneficial those who would like to further their understanding and learn how to create more powerful presentations.

## Units

- ◇ Introduction to PowerPoint
- ◇ Templates
- ◇ Master Slides
- ◇ Headers and Footers
- ◇ Build a Presentation
- ◇ Open and Amend an Existing Presentation
- ◇ Print a Presentation
- ◇ Graphics
- ◇ Create Charts in a Presentation
- ◇ Replace Text in a Presentation

## Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

## About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

## Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk) or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

**Riverside Innovation Centre,  
1 Castle Drive, Chester CH1 1SL**  
[www.cdsacademy.co.uk](http://www.cdsacademy.co.uk)



# PowerPoint Level 1 Course Content

## Introduction to PowerPoint

- Overview of the PowerPoint Screen
- Understand the Ribbon
- Using the View Toolbar
- Open and Close a Presentation

## Templates

- Open a Template
- Modify a Template
- Download a Template
- Create a Template

## Master Slides

- Types of Master Slides
- Slide Master Ribbon
- Create a Master Slide
- Change Text and Styles in a Master Slide

## Headers and Footers

- Insert Date and Time
- Automatic Date and Time
- Insert a Slide Number
- Insert Personal/Company Details
- Apply to All

## Build a Presentation

- Set up a Master Slide
- Add a Background Colour
- Add a New Slide
- Add a Bulleted Slide
- View assorted Layouts
- Run a Slide Show
- Save a Presentation
- Close a Presentation

## Open and Amend an Existing Presentation

- Amend the Slide Master
- Demote Bullets
- Promote Bullets
- Delete a Slide
- Insert a New Slide

## Print a Presentation

- Print as Handouts
- Print in Outline View
- Print Selected Slides
- Using the View Tab

## Graphics

- Insert an Image from Online Pictures
- Insert an Image from a File
- Resize an Image
- Move an Image
- Copy an Image
- Insert Shapes
- Reorder Shapes
- Move a Slide
- Replace Text or an Image

## Create Charts in a Presentation

- Using the Title and Content Slide
- Chart Style options
- Insert a Chart
- Use a Spellchecker

## Replace Text in a Presentation

- Search for text
- Replace text



**Email:** [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk)

**Tel:** 01244 515525

**Website:** [www.cdsacademy.co.uk](http://www.cdsacademy.co.uk)

**Address:** Riverside Innovation Centre,  
1 Castle Drive, Chester CH1 1SL