PowerPoint: A Self-Help Guide
Improve your skills at your own pace

Improve your PowerPoint skills through this **self-paced and self-guided SUNLearn course** that provides tips for all levels – from beginners to more experienced users.

Starting with an overview of PowerPoint and how to populate a presentation quickly and easily, this course also looks at useful presentation tips and design issues to help you create compelling presentations that capture the attention of your audience.

*With ten topics to choose from **you can start with what is most relevant to your current needs** and learn at your own pace!*

INTERESTED? Sign up here
(US staff members only)

ANY QUESTIONS? Please contact the facilitator:
Lucille Müller at Lm2@sun.ac.za

Presented by the Centre for Learning Technologies

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Centre for Learning Technologies
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MORE ABOUT THE TOPICS

EXPLORING POWERPOINT 365

1 | THE INTERFACE

Where to find what and how to add shortcuts to the Quick Access Toolbar for frequently used tools, for your convenience.

2 | THE VERY BASICS

How to insert and edit text and shapes on a slide, as well as the basics of building diagrams and using connector lines.

POPULATING, EDITING AND WORKING WITH

3 | TEXT

How to quickly populate a PowerPoint presentation with content, and using your time efficiently. Where to start when starting from scratch.

4 | IMAGES & ICONS

How to insert, crop, edit and compress images and graphics, as well as where to find royalty-free images and icons.

5 | SmartArt

The smart way of converting your bullet points into visually attractive graphics.

CHANGING

6 | THE THEME

Explains the design tab in more detail, as well as where to customise the colours in your presentation.

ADDING, EDITING AND WORKING WITH

7 | MOVEMENT

How to add transitions and animations to your presentation and what the difference is between the two.

8 | AUDIO

How to add (record) and trim audio in your presentation.

9 | VIDEO

How to insert and edit (trim) videos in your presentation, as well as tips for creating your own videos in PowerPoint.

PACKAGING

10 | YOUR FILE

How to package your file and exporting it as a video clip, as well as how to reduce the size of your video clip.

There is also a video on useful presentation tips and design issues to help you create compelling presentations that capture the attention of your audience. This video clip discusses topics for creating an effective and visually attractive PowerPoint presentation.