

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

IKUSASA

CNC TRAINING CENTRE

WE ARE THE *FUTURE*

MICROSOFT

POWERPOINT FUNDAMENTALS

www.ikusasatraining.co.za

MICROSOFT COURSES

PowerPoint Fundamentals

Requirements: An understanding of the English language as well as a basic understanding of Windows 7 or 10.

Duration: 1 Day (Available Upon Request)

Time: 08:30 - 16:00

Inclusions: Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

OVERVIEW

This course introduces the learner to PowerPoint, Microsoft's presentation application. Learners will create a new presentation, change the theme, add text and insert graphics and other objects, and present and print the presentations.

The course consists of 1 day in-class where we cover the following but is not limited to:

1. Introducing PowerPoint 365

- About PowerPoint 365
- Start and quit Microsoft PowerPoint 365
- The PowerPoint 365 environment
- PowerPoint views
- Change zoom settings

2. Saving, Closing and Opening Presentations

- Create a new presentation
- Save a new presentation
- Save changes to an existing presentation
- Create a new folder

1. Cutting gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

- Rename an existing folder
- Save an existing presentation with a new name and/or in a new location
- Save a presentation as a PDF
- Save a presentation as a Show
- Open an existing presentation
- Switch between open presentations
- Close a presentation

3. Adding and editing content to your presentation

- Add new slides to your presentation
- Work with slide layouts
- About placeholders
- Enter text in a placeholder
- Enter text in Outline View
- Enter text into a text box
- Work with notes
- Insert special characters
- Select text
- Move and copy text or objects
- Find and replace text
- Check spelling and AutoCorrect

4. Inserting objects

- Working with pictures, shapes, and SmartArt
- WordArt, tables, charts, audio and video

5. Formatting the presentation

- Format text, bullets, and paragraphs
- Copy formats
- Insert Headers and Footers
- Slide design

6. Working with multiple presentations

- Copy slides between presentations
- Hide and unhide slides
- Change pane sizes
- View multiple presentations

7. Presenting, printing and sharing a presentation

- View a slide show
- Print a presentation
- Share a presentation