



Microsoft® PowerPoint | Course Outline | Intermediate Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

This course is designed to take existing users to the next ability level by providing them with new skills and a more in-depth understanding of Microsoft® PowerPoint's capabilities. On completion, attendees should be able to create a professional presentation ready to deliver to an audience. They should also be able to create their own template slides.

Who should attend?

1. Users who have previously attended an introduction / improver level course
2. Self-taught users who would like to improve their skills and use best practice methods
3. Users who wish to update or add to existing skills and pick up new tips and shortcuts

Prerequisites

Delegates attending this level course should have previous experience using Microsoft® PowerPoint. They should be able to create simple slides and add text or image content.

Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

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| ● What makes a good presentation? | ● Effective animations & transitions |
| ● Formatting text – “Appropriate fonts” | ● Outline view & slide sorter view |
| ● Using the Slide Master | ● Print options – headers and footers |
| ● Apply a design template | ● Chart slides / Diagram slides |
| ● Creating your own templates | ● Creating & using speakers notes |
| ● Specifying colour themes | ● Using Slideshow view effectively |
| ● Working with objects and images | ● Presentation skills - hints and tips |

Benefits to the individual and organisation

- ✓ Create professional presentations ready to deliver to an audience
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again