



Microsoft® PowerPoint | Course Outline | Introduction Level

Style of training

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

Course aims and objectives

To provide delegates with the knowledge and key skills that will enable them to use Microsoft® PowerPoint confidently and competently. On completion, attendees should be able to create their own slides, customise their appearance, manage the presentations structure and be familiar with the different views PowerPoint has available.

Who should attend?

1. New users with limited (or no) experience of Microsoft® PowerPoint.
2. Self-taught users who would like to improve their skills, knowledge and confidence
3. Casual users who would like to update existing skills and pick up new tips and shortcuts

Prerequisites

No previous experience of Microsoft® PowerPoint is required; however, basic keyboard skills and experience working within a Windows environment would be an advantage.

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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| ● Screen layout and navigation | ● Using diagrams and Smart Art |
| ● Entering, editing & formatting text | ● Using table slides |
| ● New slides - selecting slide layouts | ● Slide footers and numbering |
| ● Using bulleted & numbered lists | ● Slide transitions and animations |
| ● Working with pictures and images | ● Speaker's notes / Outline view |
| ● Working with Auto Shapes | ● Slide sorter and slideshow views |
| ● Inserting text boxes and Word Art | ● Printing slides and handouts |

Benefits to the individual and organisation

- ✓ Create, manage and develop your own professional presentations
- ✓ 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