MICROSOFT POWERPOINT
Introduction

THE TRAINING HOUSE
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SUITABLE FOR   Delegates who will be using Microsoft PowerPoint to produce on-screen, slide, overhead or on-paper presentations.

AIM OF THE COURSE   To introduce the main features and concepts of Microsoft PowerPoint and Presentation software concepts, and provide an opportunity to practice working with these features.

COURSE CONTENT

- An Introduction to PowerPoint and Its' Uses
- Understanding the PowerPoint Screen Layout (Tabs, Commands, Groups & Ribbon Bar)
- Creating a New Presentation Using a Design Template
- Creating a New Presentation Using a Blank Slide Layout
- Using the Slide Sorter & Outliner Views
- Altering the Slide Layout
- Entering, Editing & Formatting Slides (All Slide Types - Title, Bullet, Chart, Organisational Chart, SmartArt, Table etc.)
- Slide Masters
- Running an Effective Slide Show Using the Transition & Animation Features
- Printing a Presentation
- Preparing a Presentation for Projection

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.