

MICROSOFT POWERPOINT

Designing Templates/Themes

SUITABLE FOR

Delegates who are experienced using Microsoft PowerPoint but wish to set up templates/themes for themselves or their organisation, to ensure consistency of corporate identity.

AIM OF THE COURSE To setup corporate templates for your organisation.

COURSE CONTENT

- An Introduction to Masters – Editing Existing Masters and Creating New Layouts
- Understanding & Setting Up Themes
- Saving, Editing & Distributing Themes
- Incorporating Logos and Corporate Standards

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.