

Microsoft PowerPoint Introduction-Intermediate

One Day Course

OVERVIEW

In a tutor-led environment delegates will use Microsoft PowerPoint technology to design, create & edit presentation slides. The day is a combination of instruction & practical exercises.

Features Covered:

Introduction

The PowerPoint screen, menus, toolbars, moving around PowerPoint & customise the screen.

Create a Presentation and Slide Show

Create a new blank presentation, save, close & open a presentation. Use the wizard, create from a template & presentation.

Work with Views

Navigate between views, change the scale of the view, use the guides and grid & work with the notes page.

Work with Slides

Insert new slides, slide layouts, work with placeholders & text boxes. Change the order of slides, work with bullet points & numbering. Insert Word art, spelling, style-checker, autocorrect options & outline a slide. View the slideshow.

Drawing Objects

Use the drawing toolbar, manipulate shapes, duplicate shapes, align & distribute objects. Change object properties, add text to objects, group & order objects.

Multimedia and Automated Objects

Find & insert animated clips. Insert movies and sounds. Trigger other applications, insert hyperlinks & action buttons.

Format Slides

Format painter, slide backgrounds, change the slide layout & page setup.

Animating Presentations

Slide transitions, pre-set animations, custom animations, animate charts and diagrams. Motion paths, reorder effects, set animation speeds & options.

AUDIENCE

The introductory course enables delegates to construct slideshows and manipulate PowerPoint content quickly, easily and accurately.

Whether new to PowerPoint, self-taught or in need an update, attendees will be able to produce effective presentations. Ideal for anyone in business, teachers or students who have to design a visual presentation for a live audience or a group of readers.

OBJECTIVES

After completion of the course delegates should be able to:

- Create and edit slides with different layouts to a desired specification
- Format and manipulate slide contents
- Identify common issues faced by presenters and audiences in the context of presentation slides

PREREQUISITES

No prior knowledge of PowerPoint or presentation / graphics concepts is assumed or required for this course, but users must be competent in general computer usage. Delegates will **not** be expected to deliver a presentation as part of this course.

COURSE FEE: £285.00 per person (includes course notes & refreshments)

To make a booking and for all training enquiries:

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