

THE IN-HOUSE TRAINING COMPANY

PowerPoint – introduction

Overview

This one-day workshop focuses on building a professional presentation from scratch, giving you essential hints and tips on how to utilise the key features of PowerPoint, including speaker notes, inserting charts, diagrams and pictures, and utilising slide transitions and animation. You will also learn about PowerPoint templates and themes to ensure your presentations have the best impact.

Learning objectives

This course will help participants:

- Using Slide Master
- Create a presentation using a template
- Insert slides and change the layout
- Manage slides and control formats
- Enhance slides using animation, pictures, charts and graphics
- Work with tables, rows, cells and columns
- Create and control paragraph lists
- Insert titles and labels
- Effectively use slide show controls and presenter view
- Print slides, handouts and notes

Prerequisites

- No previous PowerPoint experience required
- Designed for Office 365 versions: 2016, 2013 and 2010

Course format

A very practical, interactive one-day session for a maximum group size of 12. Comprehensive materials provided.

Expert trainer

The course is led by our expert trainer, **Mike Linton**, who has over 25 years' experience in delivering software training to different cohorts of learners from a variety of organisations. With an easy-going nature and using a variety of learning methods, Mike aims to create a fun and interactive learning environment.

Workshop outline

1 Introduction to PowerPoint

- Navigating the features
- Creating a simple presentation
- Inserting new slides and changing layouts
- Creating speaker notes

2 Using Layouts in Slide Master

- Editing templates in slide master
- Adding a design theme
- Adding transitions, pictures and logos
- Using Slide Show View

3 Drawing shapes and SmartArt

- Using Drawing Tool Formats
- Creating shapes
- Aligning shapes and stacking order
- Creating a cycle graphic
- Creating an organisation chart

4 Animation

- Visually enhancing slides with animation
- Using text and object animation
- Adding animation to lists
- Making animation work for you

5 Presenting

- Confidently running a presentation
- Using presenter view
- Using the slide show controls

Any questions?

Please just give us a call on **01582 463463** – we're here to help!

Or visit www.theinhousetrainingcompany.com