

Training Course Specification

Course: PowerPoint Introduction (versions 1997 to 2013)

Duration: One day

Aims and objectives of the workshop:

This course is designed for those who wish to use PowerPoint for presentations.
At the end of the workshop delegates will be able to produce slide shows that use animation, colours etc, that look professional.

Who should attend:

Delegates who need to create presentations for themselves or others

Experience needed:

Knowledge of word processing systems, windows facilities, keyboard and mouse advisable.

¹Course Contents

Creating a slide show

- Create your own slides
- Change the order of slides

Using Views

- Slide View
- Outline View
- Slide Sorter View
- Notes Page View

Using animation and colours

- Special Effects
- Slide Transition
- Slide Effect
- Automated Slide Show
- Background Colour
- Apply Designs
- Insert clipart or other images (includes SmartArt for office 2007 to 2013/365)

Slide Design

- Learn how to use the layout of slides to maximise the attention of the audience
- Ensure your message is heard and understood using images

Printing Options

- Handouts
- Speakers notes

Creating Templates

- Editing format of a master slide.
- Formatting slide attributes (e.g. slide number, date)
- Formatting template colours and other attributes

Related Courses: PowerPoint Intermediate

¹ You can choose from the list to create your own course