



Focusing on...

The specific software training requirements of your workforce to maximising your workforce's efficiency

# Microsoft PowerPoint Intermediate

## Course Outline

### Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment and have a basic understanding of Microsoft PowerPoint basics such as creating a basic presentation, applying backgrounds, slide transitions, inserting graphics and standard implementation of effects. A basic understanding of file management.

### Aim:

On completion of this course you will be able to confidently build on the basics of Microsoft PowerPoint. This will include using master slides and company logo's, the importing and placement of external data such as Excel data, charts and adding of sound files. Using timings and hyperlinks.

### Course Content:

- Creating a Master Slide to include company logo and business details
- Importing and management of Excel data and charts
- Using hidden slides, more drawing tools and hyperlinks
- Aligning and distributing text and drawing components
- Exporting and transporting PowerPoint presentations

Course content may vary depending on existing or prior knowledge of Microsoft PowerPoint by the candidates and may be adjusted accordingly for the benefit of course candidates.

### Times and Refreshments:

Candidates attending should arrive at 09:00 as courses will start promptly at 09:30 and finish at approximately 16:30 hrs. A buffet lunch will be provided at the lunchtime interval, together with general refreshments throughout the day.

If this course outline does not meet your specific requirements please ask about our bespoke and customised training services which can be designed and built around your working requirements if required.

Candidate interaction and Q&A is welcomed throughout all our courses providing this is kept within acceptable boundaries of the course level being delivered.

All courses are delivered by our recognised **Microsoft Instructors**.

