



Focusing on...

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

Microsoft PowerPoint Introduction

Course Outline

Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment (Windows 98, ME, XP, 2000, NT), and be able to use the keyboard and mouse. A basic understanding of File Management is not essential as basic guidance will be provided as the course progresses.

Aim:

On completion of this course you will be able to confidently use the essential features included in Microsoft PowerPoint to create a presentation. This will include basic slide transitions, text and graphic effects, backgrounds and animation.

Course Content:

Creating and saving a PowerPoint presentation
 Understanding and using Master Slides
 Adding and changing Backgrounds and Slide Transitions
 Inserting and managing graphics and drawing elements
 Using and applying custom effects and animation
 Understanding slide views and available printing options and formats.

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**.

