

Covering the Essentials

Course Outline

Getting Started

- Top tips for creating presentations
- The PowerPoint Screen
- Creating a Presentation

Managing Slides

- Working with slides
- Layout choices
- Slide Navigation

Slide Appearance

- Formatting Text
- Orientation
- Schemes
- Background Colours
- Templates

Inserting Images and Objects

- Inserting Graphics
- Inserting Organisational Charts
- Working with Lines and Shapes
- Inserting Text boxes

Transitions and Animations

- Apply
- Removing
- Managing
- Additional Features

Presenting and Printing

- Managing the running your slide show
- Printing Note Pages
- Printing Handouts

Is this the right level for you?

This course is suitable for anyone wishing to acquire a good understanding of PowerPoint by improving basic skills or filling gaps in knowledge. It will enable you to use PowerPoint more effectively and efficiently. You must have a basic understanding of a MS Windows PC including keyboard and mouse familiarity. It would also be beneficial to have a basic understanding of Word.

What will you be able to do?

You will be able to create a slide show quickly and easily by working with the different layouts. You will be able to enhance the appearance of slides using a variety of features and identify how to prepare and set up the slide show so that it runs smoothly.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk
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Duration

1 Day

Course Reference

FCP/PowerPoint 2013/The Essentials