

Microsoft PowerPoint Introduction

One Day

A hands-on instructor-led Microsoft PowerPoint training course aimed at helping people who would like to create professional presentations in PowerPoint by learning, discussion and practice with an open and friendly trainer within a professional classroom environment.

Course Aims

The aim on this first level of PowerPoint training is to gain useful and applicable skills through learning how to easily create straightforward presentations. Following training delegates will be able to generate presentations and manage slides. Training therefore covers:

- Creating or opening PowerPoint files and saving for later use for presenting later
- Produce slides and handle slide order and consistency
- Use automatic features and templates to add style, format text and use drawing tools
- Incorporate images, tables and charts to show information and run presentations

Course Content

PowerPoint Basics

- Exploring the PowerPoint environment
- Help options

Building New Presentations

- Creating new presentations
- Saving presentations
- Working in outline view
- Rearranging and deleting slides
- Using slides from other presentations

Working with WordArt and Clipart

- Working with WordArt
- Adding ClipArt

Formatting and Proofing

- Formatting text
- Moving and copying text
- Setting tabs and alignment
- Using the spell checker
- Autocorrect and the style checker

Using Drawing Tools

- Drawing objects
- Using autoshapes
- Working with text in objects
- Enhancing objects

Enhancing Presentations

- Adding transitions and timings
- Adding animations
- Adding speaker notes and footers

Delivering the Presentation

- Running presentations
- Printing presentations
- Exporting to other formats
- Saving presentations for web delivery

Microsoft PowerPoint Advanced

One Day

A hands-on instructor-led Microsoft Word PowerPoint course allowing people based in Scotland to upskill from an already good existing knowledge of PowerPoint to become more expert. The course allows delegates to return to work with increased confidence in creating professional-level presentations within PowerPoint. A high standard of knowledge and efficiency is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

The main aim on this second level of PowerPoint training is to learn to enhance slideshows and create more involving presentations – and to do so more rapidly and easily. Training therefore covers:

- Creating presentations which include charts, movies and sound clips to add interest
- Managing content creation professionally using slide masters and templates
- Accomplish layout and formatting consistency, create handouts and appreciate good use of transitions

Course Content

Build Custom Presentations

- Using templates
- Building a custom template
- Building a custom slide master
- Advanced Slide Master techniques
- Notes and Handout Masters
- Using Auto Layout

Using Multimedia in Presentations

- Advanced Clip Art and drawing techniques
- Adding movies and sounds

Advanced Presentation Techniques

- Adding special effects
- Animations
- Transitions
- Hyperlinks
- Working with slide show options

Working with Diagrams

- SmartArt diagrams
- Organisation Charts
- Process Charts
- Flow Charts

Customizing a Slide Show

- Set Up a Custom Slide Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Rehearse Timings
- Set Up a Slide Show to Repeat Automatically

Securing and Distributing a Presentation

- Broadcasting a Presentation
- Converting a Presentation into a Video
- Packaging a Presentation
- Publishing to Other File Formats
- Securing a Presentation