

Course: Microsoft PowerPoint Introduction & Intermediate

Duration: One Day

Course Contents:

1: Introduction to PowerPoint What is a Presentation Graphics Slide Demonstration The New Presentation Dialog Box The Opening Screen	5: Charts and Graphs Business Charts The Toolbars Chart Types in PowerPoint Working with Charts
2: Create Slides Using the Wizards Viewing the Presentation Rearranging Slides Printing Slides, Notes and Handouts	6: ClipArt and Templates Working with Clip Art Working with Templates Adding New Templates to PowerPoint Using Your Presentation as a Template
3: Drawing and Editing The Drawing Tools Working with Objects Backgrounds and colour schemes The Organisation Chart Layout	7: Importing Data Working with Multiple Presentations Working with data from Other Applications Embedding Objects (OLE) Exporting a Presentation to Word
4: The Defaults and Exercise Changing the Default Options Slide Set-up Working with Masters Typing Bulleted Text	8: Advanced Features Transitions & Text Building Arranging Slide Order & Hiding Slides Manual Advance & Slide Timings Using the Pack and Go Wizard

Course Objectives: Delegates will learn the basics of creating a presentation plus some of the more advanced features of PowerPoint.

Who should attend: People who are required to make on-screen presentations or OHP slides with graphics and special effects.

Experience Needed: No prior experience of PowerPoint is expected. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

Cost: The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.