



Microsoft PowerPoint Course Overview (all levels)

These courses run for 1 day each level, 09:30-16:30 but we are flexible with times to suit your requirements.

We are entirely flexible with the topics covered in our courses, we do recommend finding out what delegate's present abilities are to determine the level of course suitable for them. Usually asking them a few questions will accomplish this but we also supply training needs analyses forms on request that can be used for this purpose. Our trainers also question each delegate on the day to determine their specific training requirement.

All our courses are entirely hands on with each delegate using a computer that will enable them to work with real business scenarios. This way, those attending will gain a deeper understanding of their new skills and this will allow for improved production at work.

[Fundamentals of PowerPoint](#) | [Advanced PowerPoint](#)

Fundamentals of PowerPoint

Course aims

This course focuses on creating and amending slides with a variety of layout and designs. You will learn how to add and manipulate objects such as pictures, diagram and spreadsheet charts in slides, to create impressive slide shows.

Course content

- Understanding the 2007 screen
- Using the Office button, Groups and the Ribbon
- Using Live Preview
- Review basic PowerPoint features
- Slide masters and slide designs
- Creating a new template
- Inserting shapes into slides
- Group, ungroup, and regroup objects
- Creating diagrams with Smart Art graphics
- Using tables to enhance Layout
- Inserting and editing charts
- Adding animations to slides
- Running a slide show
- Using slide show controls

Intended audience:

This training course is designed for delegates who have had some or no experience of using Microsoft PowerPoint. It focuses on building a presentation from scratch but will also look at editing and delivering slide shows.

Assumed knowledge:

A basic understanding of PCs, plus a basic knowledge of the Microsoft Windows operating system is required, gained either by previous experience or by attendance on a Windows User Introduction course.

Advanced PowerPoint**Course aims:**

This course focuses on amending and manipulating existing slides and slide objects. You will be able to quickly control the alignment of shapes on a slide. You will also get a greater understanding of controlling slide charts and importing charts from Excel, allowing the creation of more sophisticated and impressive slide shows.

Course content

- How to change the default general options
- Working with objects
- Sorting a table
- Creating and editing diagrams with smart art graphics
- Converting existing lists into smart art graphics
- Manipulating objects - grouping, aligning and replicating
- Creating and changing chart types and attributes
- Inserting an Excel table
- Applying a design template
- Working with the slide master
- Running slideshows and using slideshow controls
- Applying animation effects to a slide
- Controlling the order of animations
- Adding transitions to a slide show
- Applying slide timings
- Creating a summary slide
- The pack and go wizard
- Prepare a presentation for use on another computer
- Save a presentation in HTML format for Internet Explorer
- Add, edit, and remove hyperlinks in a presentation
- Working with slide notes and handouts

Intended audience

This training course is designed to further delegate's existing experience of using Microsoft PowerPoint and those who would like to learn quick ways to control slide content. Whether you are editing, creating or delivering presentations, there will be something for you.

Assumed knowledge:

It is essential that the delegate has successfully completed the Fundamentals of PowerPoint course or has gained similar knowledge within a working environment.