

Courses and instructors to develop your potential.

Live online or face to face.

Microsoft Powerpoint Introduction

In this course you will use Microsoft PowerPoint to create your presentations.

You will learn how to use some of the vast array of features and functionality contained within Microsoft PowerPoint.

You will gain the ability to organise your content, enhance it with high-impact visuals, and deliver dynamic multimedia presentations.

What will I learn?

LESSON 1

Getting Started with PowerPoint: Topic A Navigate the PowerPoint Environment - Topic B View and Navigate a Presentation - Topic C Create and Save a PowerPoint Presentation - Topic D Use PowerPoint Help

LESSON 2

Developing a PowerPoint Presentation: Topic A Select a Presentation Type - Topic B Edit Text - Topic C Build a Presentation

LESSON 3

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

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- ✉ Email us: info@go.courses

LESSON 3

Performing Advanced Text Editing Operations:

Topic A Format Characters - Topic B Format

Paragraphs - Topic C Format Text Boxes

LESSON 4

Adding Graphical Elements to Your Presentation:

Topic A Insert Images - Topic B Insert ShapesL

LESSON 5

Modifying Objects in Your Presentation: Topic A

Edit Objects - Topic B Format Objects - Topic C

Group Objects - Topic D Arrange Objects - Topic E

Animate Objects -

LESSON 6

Adding Tables to Your Presentation: Topic A

Create a Table - Topic B Format a Table - Topic C:

Insert a Table from Other Microsoft Office

Applications

LESSON 7

Adding Charts to Your Presentation: Topic A:

Create a Chart - Topic B Format a Chart - Topic C

Insert a Chart from Microsoft Excel

LESSON 8

Preparing to Deliver Your Presentation: Topic A

Review Your Presentation - Topic B Apply Transitions

- Topic C Print Your Presentation - Topic D Deliver

Your Presentation