**Microsoft PowerPoint**

Duration: 1 day delivered as 3 Hours x 2 modules. Each module is separated into 1.5-hour sessions with a 15-minute break.

who is it for: This course will help those requiring the fundamentals to create and modify presentations it is also for those who are already using PowerPoint, but who need to extend their basic skills and develop presentations with more impact.

Assumed Knowledge: Delegates do not need any knowledge of Microsoft PowerPoint

what is it about Delegates will learn how to present professional presentations/slide shows and customise presentations to produce corporate/model standards

Some topics are specific to a version therefore will only be included for the relevant version

**PowerPoint – Online training Module 1 - 3 Hours**

**Presentation Skills**

* Creating A New Presentation
* Using A Design Template
* Slide Layout choices

**Presentation File Management**

* Creating and Saving A New Presentation
* Save as a Picture and video
* Share a Presentation

**Navigating Slides**

* Moving Around and Zoom Control
* Using the Different PowerPoint Views

**Working with Text Slides**

* Using Text Slide Layouts
* Selecting Text and Placeholders
* Adding and Formatting Text
* Finding and Replacing
* Modifying Paragraph Spacing
* Moving and Copying Text
* Correcting Spelling and Text Errors

**PowerPoint – Online training Module 2 - 3 Hours**

**Slide Sorter View**

* Moving, Duplicating and Deleting Slides
* Hiding Slides and Unhiding Slides

**Adding Special Effects to Presentations**

* Add Multimedia Elements – movies, sound.
* Hyperlinks Running A Slide Show
* Slide and Object Transitions/Animations

**Slide Show settings**

* Slide Show View
* Set Up a Custom Show

**Printing Presentations**

* Selecting Page Setup Options
* Printing Slides, Speaker Notes, Handouts

**Using Tables**

* Inserting, Formatting, and modifying tables

**Working with Charts/Graphs**

* Choosing and Changing the Chart Type
* Chart Formatting and Chart Options

**Working with Graphics**

* Inserting Pictures
* SmartArt and Drawing Shapes, Text Boxes
* Converting Bullet slides to SmartArt

**Drawing Skills**

* Working with shapes
* Work with guides and grid
* Align, Distribute Flip and Rotate objects
* Create flow diagrams with connectors

**Using Outline View**

* Add and control slides in Outline View

**Creating Sections**

**Microsoft Office Integration**

* Working with Excel and Word data

**Customising the PowerPoint Environment**

* Customise the Quick Access Toolbar
* Customise Save Options

**Customising a Design Template**

* Set Up a Slide Master and customise layouts
* Create Custom Themes
* Add Headers and Footers
* Modify the Notes and Handout Masters