Microsoft PowerPoint Course, Beginner Level

With our PowerPoint Training Courses, you will learn the skills you need to get the most out of the world's leading business presentation application and create engaging slideshows and presentations. Our beginner to advanced level courses takes you through the basics of PowerPoint, such as navigation, shortcuts, slide layouts and smart art, to more advanced topics, such as animations, transitions, action buttons, themes, slide masters, templates and more.

About the Course
The PowerPoint Beginner course is conducted over one day and is intended for people either getting started creating presentations or wanting more independence using the program. Learners will begin with the basics - navigation, shortcuts and creating presentations with text. Further skill development includes working with drawings and SmartArt, as well as transitions and hyperlinks. Students work through exercises based on real-life examples throughout the day, providing opportunities to absorb and practice the relevant skills and knowledge to create PowerPoint presentations.

Who should do this course?
This course is tailored to meet the needs of people new to PowerPoint . Learners should be able to create, print and publish presentations independently by the end of the course.

Prerequisites
Participants do not need any PowerPoint knowledge. However, a general understanding of computers and Windows, along with basic mouse and keyboard skills will ensure optimum learning.

Outcomes
Upon successful completion of this course, participants will be able to:

- Work with the basic features of PowerPoint
- Work with presentations
- Create a new presentation
- Work with various slide layouts
- Insert text into a slide and apply basic formatting
- Draw and format shapes
- Create and work with SmartArt
- Navigate a slide show in PowerPoint
- Use a range of printing techniques
- Find the information you need in Help

Duration: 1 day
Class size:
- ✓ 8 students max
- ✓ Or : One on One training

Times: 9:00am - 4:00pm
Where : In your home or Office or Coffee Shop
Course Inclusions :
- ✓ Comprehensive learning materials
- ✓ 12 months FREE email support
- ✓ 'Certificate of Attendance' on completion of course
- ✓ Morning & afternoon tea

MICROSOFT POWERPOINT (BEGINNER) COURSE CONTENT

Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

Developing a PowerPoint Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

Performing Advanced Text Editing

- Format Characters/Paragraphs/Text Boxes

Adding Graphical Elements to Your Presentation

- Insert Clip Art and Images
- Insert Shapes

Modifying Objects in Your Presentation

- Edit/Format/Group/Arrange/Animate Objects

Adding Charts to Your Presentation

- Create/Format a Chart
- Insert a Chart from Microsoft Excel

Adding Tables to Your Presentation

- Create/Format a Table
- Insert a Table from Other Microsoft Office Applications

Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation