

Duration:

1 day

Objectives:

This course give delegates the knowledge and tools to create professional presentations. Topics covered range from the use of templates and themes through to animations and transition effects; all designed to make engaging and powerful presentations.

Pre-requisites:

Delegates will be expected to have basic keyboard and mouse skills, although no experience of Microsoft PowerPoint is required.

Course Content:**The Interface**

- Resume of the Ribbon & Quick Access toolbar
- Customising the Ribbon
- 'Tell me' help
- Smart lookup
- File (Backstage) View

PowerPoint Basics

- Starting a new 'blank' presentation
- Slide size
- Using Templates
- Using Themes & Theme variations
- The PowerPoint display & navigation
- Inserting & formatting text/bullet lists
- Using different layouts
- Slide views & navigation
- Re-using Slides

Pictures

- Inserting pictures into a slide
- Resizing & editing pictures
- Smart guides
- Formatting pictures

Sections

- Grouping slides using Sections
- Rearranging slides & Sections
- Hiding slides
- Collapsing & expanding Sections

Tables & Excel Data

- Using a Table layout
- Formatting the Table
- Copying and Pasting excel data
- Linking data
- Changing the slide layout

Charts

- Creating a chart
- Inputting the data
- Formatting & editing the chart

SmartArt

- Types of SmartArt
- 'Process' and 'Cycle' SmartArt
- Formatting & editing SmartArt

Master Slide

- Viewing the slide Master
- Adding a logo to the Master
- Headers & footers

Slide Show Effects

- Slide transitions
- Animation effects

Preparing the Presentation for Delivery

- Adding slide notes
- Moving, copying, deleting & hiding Slides
- Using the Proofing tools
- Printing slides, handouts & speakers' notes
- Saving the presentation as a slide show
- Delivering the presentation

Method:

Trainer-led course with hands-on experience.