

# Introduction to Microsoft PowerPoint

**Duration: 1 Day**

**Venue: Cardiff**

## Book Today Get to Grips with the Basics

### **Overview**

This training course is for the complete beginner. You will be taught how to create a PowerPoint presentation using master slides, handouts and speaker notes. You will learn how to alter the appearance of your slides, their layout and backgrounds as well as how to insert images and animation. You will also pick up important hints and tips for delivering a professional presentation.

### **Who should attend**

This course is aimed at people with little experience of PowerPoint, it is therefore perfect for the first time user. Anyone who needs to learn how to design a professional presentation will benefit from this course..

### **Content**

#### **Introduction**

- PowerPoint Environment
- Different Views and Toolbars
- Help Facility

#### **Presentations and Slides**

- Creating and Managing Presentations
- Managing Slides

#### **Master Slides**

- Create a Master Slide
- Working with the Handouts and Notes Master

#### **Formatting and Editing Slides**

- Templates
- Slide Layouts
- Applying Backgrounds

- Modifying Slide Attributes
- Bullets and Numbering

#### **Drawings and Pictures**

- Drawing Lines and Shapes
- Clipart, WordArt, and Auto Shapes
- Grouping and Re-Grouping Objects
- Rotating, Flipping and Aligning Objects

#### **Presenting the Presentation**

- Slide Transitions
- Custom Animation
- Presentation Hints and Tips

#### **Printing**

- Page Set-Up & Print Preview
- Printing Slides, Handouts and Speakers Notes

**Book Now**