Course Name	Course Duration
PowerPoint - Custom Shows	**1 Hour**

Course Objectives

You are already familiar with creating slides in PowerPoint and putting a show together.

When delivering a PowerPoint presentation, most people start at slide 1 and continue on to the end. It doesn't need to be like that. You can set up a presentation so that you can cover any topics in any order.

Or you might have a presentation that you use for different audiences. If you find yourself using Save As a lot and creating lots of copies of your presentations, Custom Shows might be for you.

This mini session will introduce the various elements needed to achieve these aim. We will also cover some useful shortcuts to use when delivering a presentation.

Course Content

• **Custom Shows**

• What is a Custom Show?
• Set up a Custom Show
• Set up a "menu" slide
• Put it all together

• **The other bits**

• Navigating a slide presentation
• Using the Pen
• Using the Laser Pointer (2010/2013)

Continued overleaf

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Prerequisites

This course does assume that you already create basic presentations in PowerPoint.

What's next?

The next step after completing this mini course is to move on with some of the other PowerPoint short courses. Or, if this is enough for you for now, why not look at combining this short course with some Word or Excel mini sessions?

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**