



Course Name

PowerPoint – the Basics

Course Duration

2 Hours

Course Objectives

Get to grips with the basics of creating a simple PowerPoint presentation.

If you have tried to do this and struggled, this is for you.

We see how to create some simple slides using bullet points, charts, organisation charts and ClipArt.

We also see how to change what is already there in the presentation, and delete unwanted slides.

Course Content

• **Basic Slides**

- Create a bullet slide
- Use the Charts/Graphs
- Put together an Organisation Chart
- Work with ClipArt
- Edit slides
- Delete slides

Continued overleaf

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You do not need any previous experience of using PowerPoint, although use of a mouse and keyboard, and knowledge of the Windows environment is assumed.

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**