

Course Name

Using Microsoft PowerPoint as a Presentation Tool

Course Duration

Half Day

Course Objectives

The course is suitable for people who wish to use PowerPoint to make presentations to colleagues, suppliers or customers. You will learn how to make the best use of the features available in PowerPoint to improve the quality of your presentations.

Course Content

- **Additional Formatting and Editing Techniques**
 - Find and Replace
 - Using Tab Stops
 - Paragraph Indentation
- **Sharing Data with Other Applications**
 - Object Linking and Embedding (OLE)
- **Creating Customised Templates**
 - Slide and Title Master
 - Slide Colour Scheme
 - Slide Background Colour
- **Additional Slide Show Techniques**
 - Slide transition (timings & other features)
 - Advanced Build effects
 - Hiding slides
 - Moving within a Presentation
 - Inserting Slides from another Presentation
 - Custom Shows
- **Using PowerPoint Internet Features**
 - **Linking to a Web Page**

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

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**