



Course Name

PowerPoint – Views

Course Duration

1 Hour

Course Objectives

You are already familiar with creating slides in PowerPoint but do you know about all the other views that can be of use when you are creating and/or editing your presentations?

We also see how to add something (e.g. your logo) onto every slide simultaneously.

Course Content

• PowerPoint Views

- Normal view
- Outline view
- Slide Sorter view
- Notes Page view
- Slide Show view (and some very handy shortcuts!)

• Slide Master View

- Insert Slide numbers
- Position logo on every slide
- Position text on every slide

Continued overleaf



Course Name

PowerPoint – Views

Course Duration

1 Hour

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**