

Course Name

Microsoft PowerPoint Introduction

Course Duration

One Day

Course Objectives

This course has been designed to give first time users the skills needed to create and run a basic presentation using Microsoft PowerPoint. This course is 100% hands-on, with practical exercises to practice the new skills as you learn them.

Course Content

- **Creating a slide presentation**
 - Creating Text Slides, SmartArt, and Graph Slides
 - Editing and Deleting Slides
 - Inserting, Moving, Copying, Re-sizing & Deleting ClipArt
- **Using the Drawing Tools**
 - Auto shapes
 - Flipping & rotating objects
 - Grouping & ungrouping objects
 - Fill patterns
 - Shadow effects
 - Colours
- **PowerPoint views**
 - Slide, outline, slide sorter, notes, slide show view
- **Animation and Transition**
 - Applying special effects to text
 - Applying special effects to slides
- **Using the presentation templates available in PowerPoint**
- **Creating and printing speaker notes and audience handouts**
- **Producing a slide show**
- **Printing slides**
- **Creating a Custom Show**
 - Select the slides appropriate to the audience from a large presentation
- **Rehearsing slide timings**
- **Running a PowerPoint show**
 - Moving between slides (going to a specific slide, restarting the show)
- Using the pen

Prerequisites

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

Interested in this course?

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