



Microsoft PowerPoint Introduction

Getting Started

- Understanding and navigating the Interface
- Setting up the Quick Access Toolbar
- Identifying elements of objects
- Create and save a new presentation

Creating different slide layouts and object types

- Create and format text slides and add new text objects
- Create and format bulleted slides and change bullets style
- Insert and manipulate pictures from file and online
- Create and format Chart slides
- Create and format Table slides
- Create and format Organization Chart slides
- Create and format SmartArt Graphics
- Create and manipulate shapes and objects

Working with the presentation

- Use Design Ideas
- Understand and use PowerPoint views
- Apply PowerPoint Themes
- Assign slide Backgrounds
- Apply slide Transitions
- Use Entrance Animation effects
- Insert Headers and Footers

Good Practices, Set up and Delivery

- Use the Slide Master to ensure all slides follow branding
- Set up printing for slides, speaker notes and handouts
- Run the presentation as a slide show
- Apply annotations whilst running a slide show
- Discuss good presentation techniques

Our 1-day Microsoft PowerPoint course is ideal for beginners or self-taught users who want to create engaging presentations. Learn to work with diagrams, charts, tables, drawings, and animation, use the Slide Master for consistent branding and develop effective presentation-delivery skills.

