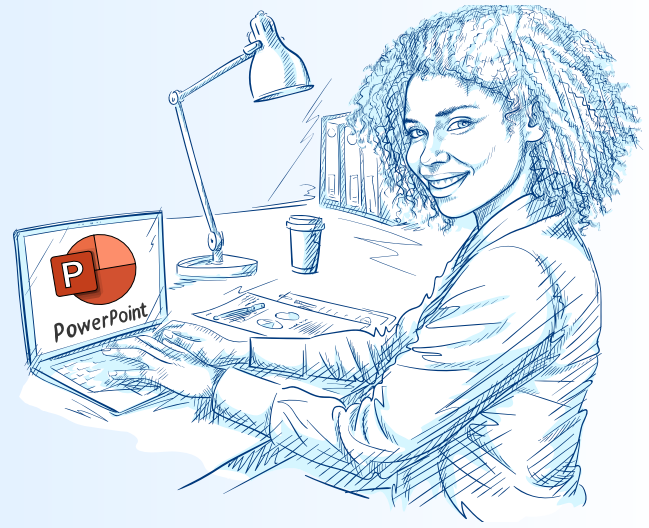


Microsoft PowerPoint Introduction


Ever found yourself staring at an empty presentation, wondering where to start? This PowerPoint course transforms presentation novices into confident slide designers.


Whether you're new to PowerPoint or have only edited others' slides, you'll learn to create professional-looking presentations that captivate your audience.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

PowerPoint Orientation

- The PowerPoint Interface
- Finding and using Commands
- Navigating Presentations

Creating Slides

- Creating a Presentation
- Adding Slides
- Working with Slide Layouts
- Using Autofit

Formatting Slides

- Formatting Text
- Formatting Bullets
- Using the Format Painter
- Adding Fill & Border Formatting

Working with Slide Outlines

- Understanding Outlines
- Using the Outline Pane
- Creating an Outline
- Reordering Slides
- Using Slide Sorter View

Adding Graphics

- Working with Graphics
- Inserting Graphics
- Moving and Resizing Graphics

Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

Applying Themes

- Understanding PowerPoint Themes
- Applying Themes
- Changing Themes
- Modifying Theme Elements

Working with Animations

- Animating Text
- Animating Objects

Transitions

- Applying Slide Transitions
- Modifying Transitions
- Transition Timing

Creating Tables and Charts

- Adding Tables to Slides
- Editing and Formatting Tables
- Creating Charts
- Adding Chart Data
- Modifying Charts

Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts

Printing Slides

- Printing Handouts
- Adding Speaker's Notes
- Printing Speaker's Notes