

Microsoft PowerPoint Office 365, 2013, 2016, 2019 Advanced Level

📌 Course Aim

This course is ideal for people familiar with Microsoft Powerpoint to an intermediate level and want to build on these skills by learning to use the more advanced features of this application.

📌 Client Profile

Ideally all candidates will have completed Microsoft introduction & intermediate courses or have the equivalent knowledge up to an intermediate level.

Basic Working knowledge – Open Close Save files, understand the formatting menu i.e. Font, Font size, Text colour and importantly to be able to navigate within a document.

📌 Course Outline

- Customizing presentation slides
- Using design templates
- Creating templates
- Working with tables
- Working with organization charts
- Using Powerpoint with other programmes
- Working with graphs & charts
- Delivering on-screen presentations
- Powerpoint & the Internet

📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day

