

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

📌 Course Aim

This course is ideal for people who have the basics of Microsoft Powerpoint and wish to build on their skills.

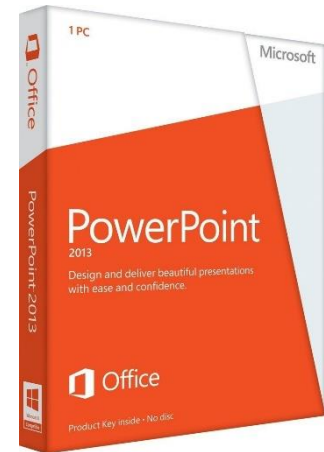
📌 Client Profile

Ideally each candidate will have completed the Powerpoint introductory course or have equivalent knowledge to basic standard.

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

- Saving files using different formats
- Exporting files to PDF
- Navigating the slide show
- Creating & working with tables
- Formatting tables
- Adding effects
- Formatting wordart
- Adding & editing shapes
- Incorporating text & working with text boxes
- Inserting photos from a file
- Adding a sound clip
- Using animation – speeds & timing options



📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day

