

## Microsoft PowerPoint Office 365, 2013, 2016, 2019 Introduction

### 📌 Course Aim

The aim of this training course is to provide clients with the necessary skills required to produce professional presentations using a Microsoft PowerPoint incorporating various practical formatting

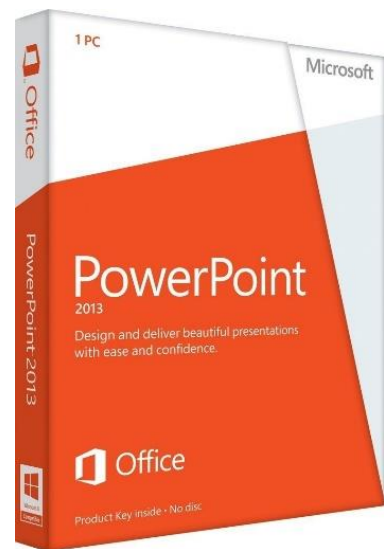
### 📌 Client Profile

It is important that each client has previous experience and a basic working knowledge of Microsoft Word, or any word processor, Ideally each client would have access to a computer system where Microsoft powerPoint is available to maximum learning post training

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 - Microsoft Powerpoint Office 365, 2013 & 2016 Introduction

- Working with the title page
- Displaying points with bullets & lists
- Designing for overheads in b&w & colour
- Fonts, styles and formats
- Drawing lines, boxes and curves
- slide templates
- Previewing a presentation
- Clipart and images
- Changing the colour scheme
- Changing a slide background
- Creating and importing charts
- Speaker and summary notes
- Slide sorter mode
- Rotating text and objects



### 📌 Course Location:

Online or Classroom Based

### 📌 Course Duration:

1 Full Day

