

PowerPoint Essentials

One Day Course Outline

Who Should Attend	Anyone who has never used PowerPoint before (or any other graphics package).
Requirements	Delegates must be confident in using a mouse.
Aim	By the end of the course, you will be confident in using the essential features of PowerPoint to create and alter simple Presentation Slides.
What you will learn	<p>In particular you will be able to:</p> <ul style="list-style-type: none"> • Create and save a new presentation • View your presentation in different ways • View the master slide and make changes that are reflected throughout the entire presentation • Change the background colour and colour scheme for an existing template • Add pictures to your presentation • Use the drawing tools to add shapes or to create your own pictures • Enhance your presentation by adding special effects to your slides, text and pictures
Time Table Session 1	What is PowerPoint; Creating a New Presentation; Understanding normal view; Adding text to slides; Adding new slides; Moving around; Outline View; Adding Speaker's notes.
Session 2	Slide Sorter View; Design Templates; Changing the Colour Scheme and Background; Master Slides, Formatting Text; Changing the Bullets; Page Setup; Printing.
Session 3	Inserting ClipArt; Using the Picture Toolbar; Drawing on your Slides; Using WordArt.
Session 4	Slide Show View; Slide Transition; Animation Effects.
Next Step	Once you have attended this course and are confident with all of the things covered, you can move straight onto our PowerPoint Advanced Level Course. To find out more call us on 02082031774 or visit www.theittrainingsurgery.com

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