



Microsoft

PowerPoint Foundation

Who Should Attend

This course is aimed at users looking to learn introductory PowerPoint formatting and presentation creation skills, with no prior PowerPoint experience assumed. The focus is on fundamental PowerPoint knowledge and productivity skills for end users.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Microsoft PowerPoint – Intermediate
- Data Visualisation with Excel and PowerPoint

Learn to create, format, and present professional slideshows

Receive practical hands-on skills instruction to help you to use PowerPoint to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

This course will help you:

- Create slideshow presentations from scratch
- Add and format text, images, charts, and other visuals
- Select professional themes and layouts
- Animate slides and add transition effects
- Save, export, and securely deliver presentations



Priority Management Training

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Synopsis:

Microsoft Office PowerPoint - Foundation

In this course, you will learn fundamental Microsoft PowerPoint skills and be comfortable in creating a new presentation, making your presentation look professional and presentable, and saving and presenting your slide show.

Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help
- Select a Presentation Type
- Templates

Build a Presentation

- Insert a Slide Layout
- Insert Slides from an Outline
- Reuse Slides from a Presentation
- Reuse Slides from a Slide Library
- Lay Out a Presentation
- Themes
- Background Styles
- Edit Text
- View and Navigate a Presentation
- Format Characters
- Format Paragraphs
- Format Text Boxes

Work with Images

- Insert Images
- The Screenshot Tool
- The Screen Recording Tool
- Convert Pictures to SmartArt

Work with Shapes and Objects

- Insert Shapes
- Insert WordArt
- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Work with Tables

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Work with Charts

- Create a Chart
- Format a Chart
- Manipulate a Chart
- Insert a Chart from Microsoft Excel

Review and Manage Your Presentation

- Apply Transitions
- Customize Transition Timing
- Add a Sound
- Preview Transitions
- Print Your Presentation
- Handouts
- Outlines
- Notes Pages

Deliver Your Presentation

- Presentation Options
- PowerPoint Presentation File Formats



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