

Microsoft Powerpoint Course Contents

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Objective

The objective of this course is to produce interesting, professional presentations with different types of content.

1. Background
 1. Introduction to the course and your tutor
2. Design elements
 1. Creating custom layouts
 2. Creating amazing slides
 3. Illustrating with pictures
3. Getting creative
 1. Creating a photo album
 2. Working with clip art
 3. Working with tables
 4. Using wordart
 5. Shapes
 6. Smartart
4. Bringing it to life
 1. Adding a video
 2. Playing the video
 3. Adding sound
 4. Adding microphone recorded sound
 5. Rehearsed timing
 6. Creating and using animation
5. Using other programs
 1. Importing excel content
 2. Moving graphics between word and powerpoint
 3. Background design
 4. Printing handouts and slides
 5. What next?

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided.

Venue requirement

Delegates –1 laptop/PC each with outlook for Microsoft 365 loaded (not online version)

Outlook for Microsoft 365



Trainer will require access to a large screen to connect to the PC; whiteboard or flip chart