

# GETTING STARTED IN POWERPOINT - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Presentation Basics

- ▶ Introducing PowerPoint & Presentations
- ▶ The PowerPoint Window & Task Panes
- ▶ Working with the Ribbon & Commands

## Creating, Editing & Navigating

- ▶ Creating, Saving & Closing Presentations
- ▶ Opening an Existing Presentation
- ▶ Selecting, Moving & Resizing Objects
- ▶ Rotating & Deleting Objects
- ▶ Creating & Inserting New Slides
- ▶ Changing Slide Layouts
- ▶ Working with Text Boxes & Bulleted Lists
- ▶ Selecting, Editing & Deleting Text
- ▶ Using Spell Check
- ▶ Inserting Pictures

## On-Screen Slide Shows

- ▶ Applying Presentation Themes
- ▶ Slide Transition Effects
- ▶ Running a Slide Show
- ▶ Printing Slides & Presentations

**Course Duration: 1/2 Day**

**Price Per Day: £695**

(For any 2 Bite Sized courses)

### Suitable For:

Those who have little or no experience of PowerPoint who need to be able to create, edit, and run simple presentations.

### Learning Outcomes:

By the end of the course delegates will be able to produce a presentation using predefined slide layouts. They will also be able to add text and pictures to presentations and apply themes and transitions to change the presentation effects.

### Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.