

TIPS & TRICKS IN POWERPOINT - BITE SIZED

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



Navigating Presentations & Slide Shows

- ▶ Navigating Slides & Placeholders
- ▶ Tips & Tricks for Running a Slide Show

Managing Objects

- ▶ Shortcuts for Selecting, Moving & Copying Objects
- ▶ Resizing, Rotating & Resetting Shapes
- ▶ Accurately Align & Distribute Shapes
- ▶ Edit & Format Text using Shortcuts

Importing Slide Content & Managing Slides

- ▶ Object Linking & Embedding from Other Applications
- ▶ Importing Data From Other Files
- ▶ Creating a Photo Album
- ▶ Moving, Deleting, Showing & Hiding Slides
- ▶ Organising Slides in Sections

Impressive Presentations

- ▶ Formatting Presentations with Themes
- ▶ Automating Presentations with Transitions
- ▶ Animating Objects & Text
- ▶ Action Buttons & Hyperlinks
- ▶ Setting-up a Show

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who are already working with PowerPoint and need to create and manipulate more complex presentations for themselves and others.

Learning Outcomes:

By the end of the course delegates will be able to apply uniform formats to presentations, quickly include data from other locations and automate slide shows with transitions and animations.

Prerequisite Skills:

Delegates attending this course should have sound PowerPoint skills and be able to create presentations that include text and graphics, such as pictures and photographs.