



Course outline - PowerPoint 2000 Introduction  
(CTPP20-10)

**Duration** 1 day

**Overview**

This course teaches basic operation of Microsoft PowerPoint.

**Recommended for**

Staff who wish to produce simple text or diagram based presentations and lecture notes.

**Prerequisites**

Attendance on course *Introduction to Windows (CTWN10-10)* or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals.
- Experience of working within the Windows environment.
- A reasonable degree of keyboard efficiency.
- Experience in using a mouse.

**Objectives**

At the end of the training the delegate will be able to successfully:

- Understand the ways in which PowerPoint can be used in a business situation.
- Create presentations using text, bulleted lists, pictures and graphs.
- Apply and modify design templates and colour schemes.
- Create speaker notes from slides.
- Add timings and transition effects to a presentation.

using the documentation and support provided.



Course outline - PowerPoint 2000 Intermediate  
(CTPP20-20)

**Duration** 1 day

**Overview**

This course will extend the user knowledge of PowerPoint by introducing concepts which will allow them to create more complex presentations and design a company style.

**Recommended for**

Staff with experience of producing presentations who want to produce customised presentations.

**Prerequisites**

Attendance on **Clearer Thoughts** course *PowerPoint 2000 Introduction (CTPP20-10)* or equivalent knowledge and skills namely:

- Creating simple presentations using text, bulleted lists, pictures and graphs.
- Applying and modifying design templates and colour schemes.
- Creating speaker notes from slides.
- Adding timings and transition effects to a presentation.

**Objectives**

At the end of the training the delegate will be able to successfully:

- Produce customised presentations including company logos and navigate through it
- Embed links to Excel worksheets and Word tables
- Export PowerPoint presentations into Word
- Add special effects to enhance text.
- Create a custom design template.
- Control the order of slides in a show.
- Use the Meeting Minder
- Use PowerPoint in conjunction with the internet using the documentation and support provided.