

**Duration** 1 day

### **Overview**

This course teaches basic operations of Microsoft PowerPoint.

### **Recommended for**

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

### **Prerequisites**

Attendance on Clearer Thoughts' course ***Introduction to Windows*** or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- 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 business situations
  - 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.

**Modules covered in this course**

- Getting Started / Creating Text Slides
- Using The Drawing Toolbar
- Using Microsoft Graph
- Using The Microsoft Clip Gallery
- Using Design Templates
- Creating Speaker Notes
- Producing A Slide Show
- Standard Transition Effects and Timings

**Duration** 1 day

### **Overview**

This course will extend the user's 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 Introduction*** 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 use navigation features
  - Embed links to Excel worksheets and Word documents
  - Export PowerPoint presentations into Word
  - Add special effects to enhance text and animations
  - Create a custom design template
  - Control the order of slides in a show and exclude slides from automatic presentation
  - Use the Meeting Minder
  - Use PowerPoint in conjunction with the internet
  - Insert hyperlinks to create non-linear presentations
- using the documentation and support provided.

**Modules covered in this course**

- Sharing Data With Microsoft Excel
- Sharing Data With Microsoft Word
- Working With Video And Sound Clips
- Creating An Organization Chart
- Adding Special Effects To Text
- Working With Autoshapes
- Creating A Custom Design Template
- Additional Slide Show Techniques
- Using Powerpoint Internet Features
- Additional Features In Powerpoint