

# Microsoft PowerPoint

## Basic



 Duration: 1 day

 Ideal group size: 6-8 people

## Course overview

Ideal for delegates that are new to this software, delegates will learn to create basic presentations using text, bullet points and speaker notes. They will learn to incorporate images, shapes, tables and charts and learn how to set up and run slideshows using PowerPoints presenters view.

## Topics covered

### Fundamentals

- Understanding the screen
- Viewing modes
- Terminology
- Working with and managing slides
- Create a blank presentation
- Navigate a presentation
- Create a document from a template
- Save options
- Quick access toolbar

### Create a presentation

- Working with slides
- Using bullets
- Speaker notes
- Add/rename sections
- Moving/hiding slides
- Navigating/controlling a presentation
- Slide handouts

### Working with images and shapes

- Inserting images
- Adjusting/formatting images
- Manipulating images
- Managing objects
- Drawing tools
- Formatting shapes
- Resizing
- Using charts

### Present a slideshow (inc online)

- Start and end
- Moving through slides
- Switching programmes
- Command buttons
- Broadcast online
- Invite attendees
- Laser pointer

## Delivery methodology (Face-to-face or virtual delivery)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Microsoft PowerPoint – Intermediate
- Microsoft PowerPoint – Advanced