



Microsoft PowerPoint Introduction

What you'll learn

- ✓ Getting Started with Powerpoint
 - ★ Begin planning your presentations using basic PowerPoint features
- ✓ Understanding & Customizing the PowerPoint Interface
 - ★ Identify and locate tools and commands on the ribbon
- ✓ Creating and Formatting Presentations
 - ★ Use formatting tools to edit objects within your presentation
- ✓ Adding Shapes and Art to Your Presentation
 - ★ Draw shapes and text boxes to create graphical elements within your Presentation
- ✓ Viewing and Printing Your Presentation
 - ★ Use different views and layouts to display the presentation and set up to print
- ✓ Adding the Finishing Touches
 - ★ Add the finishing touches with animation, transition and proofing tools

What does our PowerPoint Introduction course cover?

Start Delivering Powerful Presentations With PowerPoint

This awesome course is aimed at people who need to deliver presentations, and with little or no experience of using PowerPoint, want to learn the package as quickly as possible.

The course is also great if you have used PowerPoint before, but haven't had any formal training. You will benefit from learning the different ways to do things, and best practice when doing them.


Think about how much simpler, and less stressful, your next presentation will be when you knew exactly how to make your presentation as professional and appealing as possible.

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.



Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?



Course content for Microsoft PowerPoint Introduction

- 1  **1 - Getting Started with Powerpoint**



 - » Meeting Microsoft Office PowerPoint
 - » Creating a Presentation
 - » Working with Your Presentation
 - » Editing Your Presentation
 - » Arranging Slides
 - » Getting Help in PowerPoint


- 2  **2 - Understanding & Customizing the PowerPoint Interface**



 - » Getting Acquainted
 - » The Quick Access Toolbar
 - » Tabs and Groups
 - » Customizing the Ribbon


- 3  **3 - Creating and Formatting Presentations**



 - » Using Templates
 - » Working with Text Boxes
 - » Basic Editing Tools
 - » Formatting Text: Effects; Fonts and Spacing
 - » Formatting Text: Alignment; Indenting and Lists
 - » Advanced Text Tools


- 4  **4 - Adding Shapes and Art to Your Presentation**


 - » Drawing Shapes
 - » Working with Shapes
 - » Working with Text and Shapes
 - » Advanced Shape Tasks


- 5  **5 - Viewing and Printing Your Presentation**

 - » Using Layouts and Views
 - » Viewing a Slide Show
 - » Preparing Your Presentation
 - » Printing Your Presentation


- 6  **6 - Adding the Finishing Touches**

 - » Research Tools
 - » Using Themes and Backgrounds
 - » Creating Slide Transitions
 - » Creating Basic Animations
 - » Creating Advanced Animations





This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

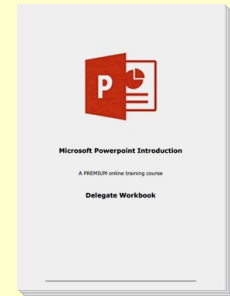
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft PowerPoint Introduction course

A Fantastic Grounding in PowerPoint Skills

Whether you've never touched PowerPoint before, or you've used it for a while but want to make sure that you're using it properly, this is the course for you!

We show you how to get started, how the interface works, and all you need to know about creating and formatting a presentation.

We then build on that by showing you how to add shapes, art and transitions to really liven up your presentations.

By the end of this course, you will have a solid grounding in how to use PowerPoint to deliver presentations that give you the full credit you deserve.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

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