

Actual vs Target	Actual	Target	Product	Brand	Year	Q1	Q2	Q3	Q4	Annual	Target

# POWERPOINT INTRODUCTION

## COURSE OUTLINE



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**6 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

## Course Content

### Audience

This course is tailored for beginners who have limited or no experience using Microsoft PowerPoint. It is aimed at anyone wishing to acquire foundational skills in creating and delivering effective presentations.

### Pre-Requisites:

Participants should have a basic understanding of computer operations and familiarity with the Windows or Mac operating systems.

### Course Objectives:

After attending the session participants will have acquired fundamental skills in PowerPoint, allowing them to confidently create visually appealing presentations, incorporate multimedia elements, and deliver engaging content effectively.

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### Course Content

- Introduction to PowerPoint workspace and layout.
- Navigating slides, slide layouts, and views.
- Creating Basic Presentations:
- Adding and formatting text on slides.
- Inserting and formatting images and shapes.
- Slide Design and Themes:
- Applying and customising themes for consistent design.
- Using slide layouts effectively.
- Working with Multimedia:
- Inserting and formatting videos and audio clips.
- Using animations and transitions for engaging presentations.
- Slide Master and Templates:
- Understanding and customising slide master layouts.
- Creating and utilising templates for efficiency.
- Charts, Graphs, and SmartArt:
- Inserting and customising charts, graphs, and SmartArt.
- Presenter Tools and Delivery:





**6 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

### Course Content

- Using presenter view for effective presentation delivery.
- Utilising speaker notes and rehearsing timings.
- Slide Show Customization:
  - Customizing slide show settings and options.
  - Setting up slide show navigation and looping.
- Printing and Sharing Presentations:
  - Configuring print settings for slides and handouts.
  - Saving and sharing presentations in various formats.

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