



Computer Training
WALES.CO.UK

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IT Courses

Courses

Engineering
Courses

Microsoft PowerPoint - Beginner

Our Microsoft PowerPoint courses are suitable for delegates who want to develop a good knowledge and understanding of PowerPoint.

Course Outline

This course is designed to train users with a complete understanding of the main functions and key features within Microsoft PowerPoint. Delegates will be taken through a progressive step-by-step process to create a powerful and dynamic PowerPoint slideshow presentation. We will start by covering the process of setting up a presentation, input text, images, graphs and movies.

We will also include the process of editing and the use of proofing tools for creating stunning graphics and visuals. We will work with both; importing graphics from the web and creating our own graphs. We will setup a slideshow and use a range of animations and transitions. We will also work on formatting print outs of slides and hand-outs.

Content

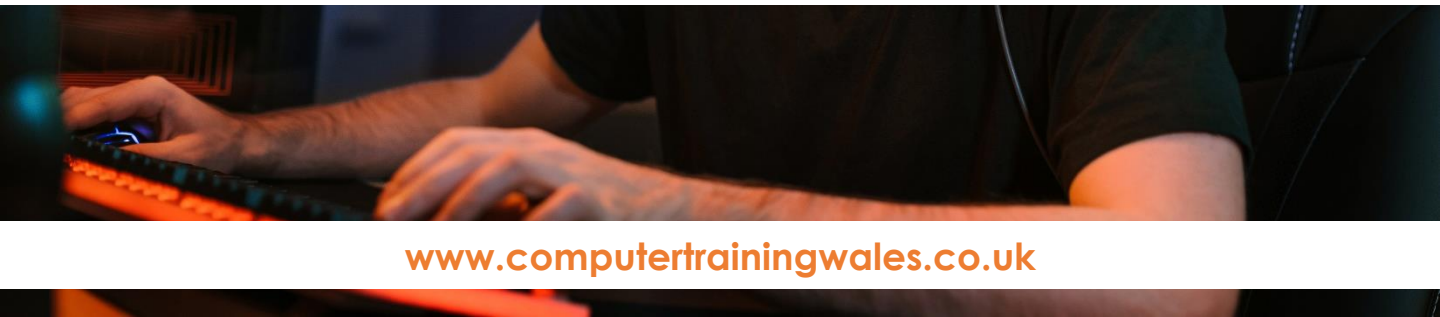
- Getting started
- Masters and templates
- Adding text
- Bullets
- Drawing tools/clipart
- Text editing
- Proofing
- Slide shows

Who is this course for?

This course is for anyone who prepares, delivers or oversees the preparation of presentations using Microsoft PowerPoint. It's suitable for complete beginners or those with a little self-taught knowledge.

Duration

1 day



Microsoft PowerPoint - Advanced

Our Microsoft PowerPoint courses are suitable for delegates who want to develop a good knowledge and understanding of PowerPoint.

Course Outline

This Advanced Microsoft PowerPoint course trains delegates to use the advanced features in PowerPoint. This course will train delegates in all of the ways to tailoring presentations to their exact requirements, a key focus on producing beautiful presentation slides.

Delegates will complete exercises using tables, organisation charts, graphics, speaker notes and presentation outlines. You will be shown how to include video and audio in your presentation and how to link Excel features to PowerPoint.

Content

- Modifying the slide master
- Use of the margins
- Object linking & embedding
- Tables
- Speaker notes
- Working with outlines
- Video and audio
- Graphics
- Custom side shows
- Customising toolbars

Who is this course for?

This course is for anyone who prepares, delivers or oversees the preparation of presentations using Microsoft PowerPoint. It's suitable for those with some self-taught knowledge or those who have completed the beginners course.

Duration

1 day





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