



## Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. We have developed a series of Microsoft PowerPoint Half Day Courses so that your teams can learn what they need in half day bursts.

Courses run at your premises and on your own computers.

## Who should attend?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers, Office Assistants and anyone who needs to produce PowerPoint presentations for their own use or for someone else.

## Requirements

Attendees must be confident using the keyboard and mouse.

## Aim

By the end of the course you will be able to create a presentation from scratch based on your own template with transition and animation effects.

## What will I learn?

In particular you will be able to:

- The Ribbon and Quick Access Toolbar
- Create a presentation from scratch
- Different views
- Setting up the master – make sure you have consistency

- Formatting text
- Adding Tables
- Adding Charts
- Adding Smart Art
- Adding Pictures
- Headers and footers
- Transition and Animation
- Presenting your show

### Session 1

- The Ribbon and Quick Access Toolbar
- Create a new blank presentation
- Create a presentation based on a Design Template
- Different views in PowerPoint
- Setting up the Slide Master
- Formatting

### Session 2

- Adding Tables
- Charts
- Smart Art
- Pictures
- Headers and Footers
- Transition and Animation
- Presenting the show



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)