



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has never used PowerPoint before (or any other graphics packages)

Requirements

Delegates must be confident using a mouse.

Aim

By the end of the course, you will be confident in using the essential features of PowerPoint to create and alter simple Presentation Slides.

What will I learn?

In particular you will be able to:

- Create and save a new presentation
- View your presentation in different ways
- View the master slide and make changes that are reflected throughout the entire presentation
- Change the background colour and colour scheme for an existing template
- Add pictures and Use the drawing tools to add shapes or to create your own pictures
- Enhance your presentation by adding special effects to your slides, text and pictures

Time Table

Session 1

- Creating a New Presentation
- Understanding normal view
- Adding text to slides
- Adding new slides
- Moving around
- Outline view
- Adding Speaker's notes

Session 2

- Slide Sorter View
- Design Templates
- Changing the Colour scheme and background
- Master Slides
- Formatting text
- Changing the Bullets
- Page Setup and Printing

Session 3

- Inserting ClipArt
- Using the Picture Toolbar
- Drawing on your Slides
- Using WordArt

Session 4

- Slide Show View and
- Slide Transition
- Animation Effects



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com