



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 used PowerPoint before to create and alter simple presentations

Requirements

Delegates must be confident in using a mouse. Additionally you must have used PowerPoint before and be familiar with creating and printing a basic presentation, adding and editing text, applying a design template to the existing presentation.

Aim

By the end of the course, you will be confident in using PowerPoint to create professional looking presentations as a standard, that includes logos, pictures sound, film and charts.

What will I learn?

In particular you will be able to:

- Improve the look of your key slides, amend the look and layout of your bulleted text
- Create standard presentations
- Add logos and pictures to your slides, sound and film
- Visually represent numbers and text, to make them stand out and easy to understand

- Create a visual representation of the staff in your organisation (as a chart)
- Create automatic links within your presentation

Time Table

Session 1

- What are Masters
- Changing the Fonts and Background on Masters
- Changing Indents and Bullets
- Adding a Logo to the Master
- Creating your own Design Template

Session 2

- Using the ClipArt Toolbar
- Ungrouping ClipArt
- Drawing Shapes and Lines
- AutoShapes, Formatting Shapes
- Creating Copies
- Adding Text to Shapes
- Alignment and Distribution
- Free Rotate and Stacking

Session 3

- Inserting and Formatting a Chart
- Using an Excel Spreadsheet for a Chart
- SmartArt and Using Organisational Chart

Session 4

- Sending your Presentation to Word
- Rehearsing your Timings
- Creating Hyperlinks
- Using Sound and Film



Next step:

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