



## 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 is confident using Microsoft PowerPoint and needs to add extra pizzazz to their presentations.

## Requirements

Attendees must be confident users of Microsoft PowerPoint and happy to learn at a fast pace.

## Aim

By the end of the course you will be able to create a template to speed up creation of presentations and be able to add extra features to enhance the impact!

## What will I learn?

In particular you will be able to:

- Modify the slide master
- Create your own layouts
- Create your own themes
- Templates
- Adding sound and video

- Formatting Video
- Organisation charts
- Drawing
- Adding and formatting images
- Recording narration
- Add action buttons

### Session 1

- The Slide Master
- Create a new layout
- Modify / create a theme
- Create a template

### Session 2

- Adding sound and video
- Formatting video
- Adding and formatting images
- Create and Organisational chart
- Record narration
- Add Action Buttons



## 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)