

Overview

Upskill Your Team in Minutes, Not Hours:

Tired of scheduling time-consuming training that disrupts your workflow? At The IT Training Surgery, we offer convenient on-site Microsoft PowerPoint courses tailored to your team's needs. Learn essential skills directly on your computers, minimising disruption and maximising learning.

Who should attend?

This course is perfect for anyone new to PowerPoint who wants to:

- **Build presentations with confidence:** Learn the basics of creating and editing slides.
- **Master the interface:** Understand the layout of PowerPoint and navigate it with ease.

Requirements

Basic familiarity with using a computer mouse and managing files (saving, opening, and closing) is recommended.

What will you learn?

- **Get comfortable with the PowerPoint environment:** Become familiar with the Ribbon, different views, and the Quick Access Toolbar.
- **Craft impactful presentations:** Learn how to create a new presentation from scratch or utilise a design template.
- **Edit with ease:** Master techniques for switching between views,

inserting, modifying, and rearranging slides.

- **Work like a pro:** Discover how to select multiple objects, format them effectively, and enhance your presentations with special effects.

Timetable

Session 1

- Creating a new presentation
- Creating new slides and modifying slide types
- Adding text to slides
- Switching between differing views
- Adding speaker notes

Session 2

- Using design templates
- Changing colour schemes and backgrounds
- Master slides and layouts
- Formatting text boxes
- Changing bullets or numbering
- Page Setup and Printing

Session 3

- Inserting pictures from local files online
- Drawing and editing shapes on slides

Session 4

- Slide show view and shortcut keys
- Slide transition and animation effects



Next step:

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