

Workshops 1 day | Price: £219 + VAT

PERSONAL IMPACT & EFFECTIVENESS POWERFUL POWERPOINT PRESENTATIONS

Overview

This course covers all the practical aspects of creating and delivering a presentation. You'll learn how to use different slide types, themes, text sizes, animations and lots more, as well as all the functionality you'll need to effectively deliver a presentation.

Who is it for?

This course is designed for people with little knowledge of this powerful presentation Microsoft Office application, but who want to gain a confident working understanding.

What will you learn?

You will learn how use all the functionality of Powerpoint in order to create a clear, visually appealing, effective presentation, as well as learning how to deliver it.

Course Content

- Differing Powerpoint Views
- Slide Types
- Creating, Moving, Copying, Deleting Slides
- Modifying Layouts
- Working with Themes
- Text Boxes
- Text manipulation and Font Formatting
- Paragraph Formats – Bullets, Numbering, Spacing, Alignment
- Working with Shapes
- Inserting and manipulation of Graphics
- Charts and Organisational Charts
- Animation
- Transitions
- Timings
- Running Slide Show
- Printing
- Notes

Your Course Tutor

Sue Biggs - Senior Crisp Associate

You may also be interested in...

- [Presentation Skills](#)
- [Excel Introduction Plus](#)
- [Excel Intermediate](#)

Get more for your money with our Learning Passport. Find out more [here](#)

BENEFITS OF THE COURSE

**When you have finished
this course you will feel...**

...confident in your ability to master the functionality of Microsoft Powerpoint in order to create and deliver highly effective, well designed presentations.

