



4D Group

PowerPoint Introduction

Who would benefit?

This course is for users or potential users of PowerPoint who have a working knowledge of Windows and need to produce slides or documents for printing or presentations.

Objective

To give an introduction to PowerPoint allowing participants to make efficient use of this presentation package.

Content

- Discuss individual's needs
- Overview of PowerPoint
- Create a presentation
- Insert, edit and format text and bullet points
- Tabs and text search options
- Page layouts
- Work with multiple views
- Insert, edit, control and manipulate objects
- Work with ClipArt
- Insert, edit and format charts
- Organisation charts
- Apply templates
- Work with slide master
- Use slideshow
- Transition effects
- Use of effective animation

Duration

One day