

# PowerPoint - Level 1

**Category:** Microsoft Office, Microsoft PowerPoint

## Overview of Microsoft PowerPoint

- Understanding the PowerPoint Screen, Ribbon and View
- Customising the Quick Access Toolbar

## Text Slides

- Creating Title Slides
- Creating Bullet Slides
- Customising the Indents
- Adding Tabs to Slides
- Moving and Sizing Text Boxes
- Reapplying the Formats

## Editing a Presentation

- Using Outline View to Edit and Create a Presentation
- Using the Slide Sorter
- Deleting, Copying and Moving Slides

## Charts

- Creating Chart from within PowerPoint
- Selecting the Right Chart
- Customising Chart
- Updating Charts
- Importing Data from Excel

## **Graphics and SmartArt**

- Creating Organisation Charts using SmartArt Graphics
- Drawing Organisation Charts - Flow Diagrams
- Inserting Graphics and ClipArt Objects
- Sizing and Moving Objects
- Using the Drawing Toolbar to Create Drawings
- Formatting Objects
- Grouping and Ungrouping Objects

## **Templates, Designs and the Slide Master**

- Adding a Template/Design
- Understanding the Importance of the Slide Master
- Adding ClipArt to all Slides
- Customising the Layouts of Slides
- Customising the Bullets
- Changing the Background Colour

## **Animating Text, Graphics and Slides**

- Using Entrance, Emphasis and Exit Animation
- Slide Transitions

## **Presenting a Slide Show**

- Tips for Delivering an Effective Presentation
- Keyboard Shortcuts for Presentations

## **Printing Hand-outs, Speaker Notes, Outline View and Slides**

- Printing Hand-outs for your Audience
- Creating and Printing Speaker Notes
- Printing the Presentation Outline
- Slide Printing Options

## About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

## Course Objectives

This course gives those with little or no experience of working with Microsoft PowerPoint a good understanding of the package. Learn to create a structured presentation featuring text, colour, graphics and animation. You will also learn how to deliver dynamic, professional presentations.

## Course Duration

Duration: 1 Day

Timings: 9:30 - 16:30

## Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

## Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead, Aberdeen and Ireland.

Closed courses can also be delivered in European countries such as Austria, Belgium, Denmark, Greece, France, Finland, Hungary, Italy, Ireland, Netherlands, Norway, Portugal, Spain, Poland, Sweden, Switzerland and off shore.... Either in English or local languages

## Software Versions

We offer training solutions for all versions of PowerPoint - 2003, 2007, 2010, 2013 and 2016.

## Related Courses

- PowerPoint Level 2
- Word Level 1
- Word Level 2

- Word Level 3

## **BOOKING**

To discuss course contents and booking arrangements, please call SquareOne on:

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