



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

solutions@ttsweb.co.uk
www.ttsweb.co.uk
 0117 9022 845

Microsoft PowerPoint

(all PC versions)

Benefits of attending this course...

Microsoft PowerPoint can be used to create powerful presentation graphics that can add real impact to a talk. Whilst it's relatively easy to grasp the basics you will soon discover there's a lot more to learn! Our courses are designed to help you master the key features of PowerPoint so you can create better slides with less effort.

Who is it for?

Our courses are aimed at anyone who wants to develop practical PowerPoint skills and increase their productivity at work. They are graded so that, no matter what your level of experience, you should be able to find something new and useful to learn.

Content

Level 1 - New User

(1 day)

This level is aimed at the novice user who wants to quickly become productive.

- ✓ Tour of the PowerPoint screen elements.
- ✓ Creating a new presentation based on a Template.
- ✓ Inserting, deleting, copying, and moving slides (including using Slide Sorter view).
- ✓ Working with Text and Bullet Point slides (including using the Ruler and Guides to accurately align objects).
- ✓ Using Tables and Charts (including Organisational Charts).
- ✓ Adding Pictures (including moving, copying, re-sizing, rotating, flipping and aligning them).
- ✓ Changing the slide Background and Colour Scheme (including using 'Themes').
- ✓ Using Outline view to quickly organise the text in your presentation.
- ✓ Creating and running a Slide Show (including using slide transitions, timings, and keyboard shortcuts to control the show).
- ✓ Applying Animations to enhance visual impact.
- ✓ Saving in different formats (such as a PowerPoint 'show' or a PDF).
- ✓ Overview of Printing (including creating hand-outs and notes pages).



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Level 2 - Regular User

(1 day)

This level is aimed at existing users of PowerPoint who want to get more out of the package and hone their skills further.

- ✓ The importance of understanding your audience needs and matching your presentation to those needs.
- ✓ Designing your presentation so that it maintains interest and has impact.
- ✓ Re-using slides from an existing presentation (so they adopt the theme of the current presentation).
- ✓ Working with Slide Masters to globally change the presentation format (including setting-up your own custom slide layouts).
- ✓ Inserting a Movie or Sound file (including playback options).
- ✓ Getting creative with images – using the Artistic Effects and picture Correction options.
- ✓ Linking and Embedding data from Excel, Word or Visio (including Charts).
- ✓ Creating and editing Shapes (including using SmartArt).
- ✓ Using Action Buttons and Hyperlinks to carry out specific actions or link to a web page or other presentation.
- ✓ Working with Sections to assist navigation and organisation (versions 2010 and later only).
- ✓ Creating a Custom Slide Show (for a personalised sequence).
- ✓ Rehearsing and recording slide Timings.
- ✓ Running the show on two screens using 'Presenter View'.
- ✓ Saving your presentation as a Video (versions 2010 and later only).

Bespoke Content

- 📖 If you want to mix subjects from different levels, we can do that.
- 📖 If you want to focus on specific areas within a level, we can also do that.
- 📖 If you want to use your own exercises (or suggest extra subjects) then we can usually do that too!

NB: if you can't find what you want here please contact us and we will be happy to discuss your specific needs (with no obligation).