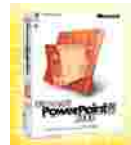


PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

MICROSOFT POWERPOINT

Course Specification



Effectively create overhead transparencies, stunning presentations and slide shows"

PowerPoint is a powerful presentations creation tool. With PowerPoint, you can create, Slides, Speakers Notes, Hand Outs and Free Running Slide Shows. Any business that requires to be able to present information to an audience, or even if you need to create Graphic Posters and Drawings, then PowerPoint is to Tool for you. You can import Company Logos, Charts, and Link to Documents through your presentations. It is even possible to create a fully linked presentation to enhance your own company Intranet.

Hands On

Throughout this course, each delegate has their own PC, with a wide range of software available. The hands on exercises will guide you through the creation of outline presentations through to complete free running slide shows Exercises include

- Adding, Deleting and manipulating slide pages.
- Using Superb Text, Font and Colour facilities to enhance your presentations
- Adding Objects and being able to Align, and Layer these items on top of each other.
- Adding Builds to slide to dictate the way in which the slide is built up when displayed
- Adding Transitions allowing each slide to have a graphical effect when changing from one to the other

Course Benefits

This course is designed for Beginners to PowerPoint to be able to create full presentations, that can be either Free running, or used via an overhead projector.

You will learn how to organise your presentation in a logical order, and be able to effectively communicate your thoughts through your presentation to the audience.

In this hands on course, you will find all the tools required to create incredible high quality presentations to increase your professional image.

Course Details

Duration	1 Day
Cost	125.00 + VAT per day
Location	Alcrest Academy

MICROSOFT POWERPOINT

Course Content

- Creating a Presentation
- Choosing a Background Template
- Saving Presentations/Notes/On Screen Displays
- Editing a Title Page
- Using Text Blocks
- Selecting Text
- Deleting text
- Moving Text Blocks
- Sizing Text Blocks
- Inserting and Sizing Graphics
- Adding New Pages
- Creating Bulleted lists
- Printing
- Creating Speakers Notes
- Using Slide Sorter
- Moving, Copying, Inserting and Deleting Pages
- Flipping Objects
- Rotating Objects
- Dealing with Layering and Priorities
- Creating a Rolling Presentation
- Advancing Slides Manually
- Moving Back One Slide
- Highlight Parts of Slides
- Automatic Advance
- Screen Shows
- Adding Effects to Screen Show



YOU WILL LEARN HOW TO:

- Create Free Running Displays
- Create Overhead Transparencies
- Use the Drawing Tools effectively
- Create Transitions and Builds to automate your presentation

To Book your Course, Please
Telephone Andrew on 01472 321703
or 07872384744

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