

Duration 1 day

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

Course Description

During the course you will learn how to create interesting slide shows quickly and consistently. You will see how you can use existing presentations to produce your next presentation more effectively.

You will also learn techniques to speed up how you work with PowerPoint objects, print various types of handouts and improve your speed of delivering well-created, polished slide shows.

Part of the course also provides tips about how to improve slide readability, and change how people view the slides.

Presenting numbers is made easy in the section on charts and tables. The results will be easy to follow and understand instead of a just being a confusing jumble.

Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Course Content

- Understand the PowerPoint environment
- Create powerful presentations
- Understand how to use the different slide types effectively
- The dos and don'ts of designing slides
- Use the master slide to ensure consistency and to save you time
- Presents facts and figures with tables and charts
- Illustrate slides with photographs and drawings
- Use special effects when changing slide in the presentation
- Control the delay before slides change
- Learn paper saving print techniques
- Ten shortcuts in PowerPoint

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Course Description

This course focuses on the dos and don'ts of using Microsoft PowerPoint as part of your presentation. Allowing you to design and deliver a powerful message.

You will learn how to create clean, simple yet effective slides. Understand how to use text and avoid the common pitfalls. You will discover how to use pictures to emphasise your message.

You will present numbers clearly with charts and tables. You will learn the differences between slides, handouts and speaker notes and how best to design each.

You will be able to smoothly transfer from one slide to another during the presentation. You will learn how best to apply animation to your slides for a subtle yet powerful effect.

You will discover top tips to ensure YOUR presentation makes the right impression.

Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamentals of Microsoft PowerPoint.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Course Content

- Create powerful presentations
- The dos and don'ts of designing slides
- Understand how to use the different slide types effectively
- Five tips for text and colour on slides
- Ways to use pictures to best effect
- Save yourself time and ensure consistency with the Master Slide
- Present facts and figures clearly with tables and charts
- Apply subtle and professional special effects to reinforce your message
- Delivering your presentation confidently and effectively
- Tips and tricks when presenting
- Be prepared for your audiences questions

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Course Description

On this in-depth course you will discover the joy of being able to create presentations that deliver effective messages.

You will learn how to build effective presentations and design where at the click of a button you can switch to a web page, choose a different slide or even open a file such as a spreadsheet.

We also show you how to liven up your presentations using animated objects, movie clips and exciting sounds. You will practice changing fonts, adding colour and special effects to text for even more impact.

Learn tips and tricks to avoid “Death by PowerPoint” even while you create powerful, presentations that emphasise the points YOU want to make.

Course Content

- Recap on basics: a quick half-hour
- Use templates and master settings to save yourself time
- Add stunning visual effects to text
- Use animation and special effects for maximum impact
- Enhance your shows with movies and sound
- Spell and grammar check to avoid those embarrassing mistakes
- Learn to import data from other sources
- Create quick links to Excel and other programs
- Export slides to other software
- Use hyperlinks and action buttons
- Produce effective handouts
- Save your presentation ready to use on any computer

Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamentals of Microsoft PowerPoint.

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