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What is PowerPoint Masterclass Training?

This PowerPoint training course is aimed at those with no experience of presentation or graphics programs. Users will be shown what PowerPoint can be used for, and how to use its features to create presentations and produce graphics.

We run this course on a private basis in-company or at our training centre in Brighton, call us to book or discuss your options - +44 (0)1273 622272.

What are the objectives of PowerPoint Training?

By the end of the PowerPoint Masterclass training course delegates will demonstrate an understanding of:

- What a PowerPoint presentation is, and how they can be used.
- The principles of creating a presentation: including creating slides, using Master Slides, views and templates.
- Fundamental graphics package concepts: objects, handles, layers, drawing tools.
- How to print their presentation, and/or associated handouts.

Creating New Presentations

- The Opening Screen
- Using the Ribbon
- Quick Access Toolbar
- Creating a new Presentation
- Saving a Presentation
- Closing and Opening a Presentation
- Printing a Presentation

Text Charts

- Title Pages
- Bullet Charts
- Editing and Enhancing bullet charts

Creating Chart Slides

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- Formatting a Chart
- Quick Chart Elements
- Using Chart Designs
- Saving the Chart to a New Sheet

Diagrams

- Creating an Organisation Chart
- Entering Personnel Data
- Adding and Removing Boxes
- Formatting text, boxes and lines
- Other types of Diagrams

Creating Table Slides

- Creating Tables
- Adding text and numbers
- Formatting the data and table
- Inserting rows and columns
- Deleting rows and columns

Using Clipart & Pictures

- Inserting ClipArt or a Picture
- Sizing and Cropping images
- Re-colouring an Image
- Grouping & Un-Grouping Images

Printing

- Viewing the Slides
- Re-ordering the Slides
- Using Headers & Footers
- Spell Check
- Printing the Slides

On Screen Shows

- Running an On-Screen Show
- On-Screen Show with Transitions

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