

# MS PowerPoint

Very few people know how to use a PC to its full advantage. More surprisingly, there are many of us that use the same Microsoft packages every day and still do not tap into its full potential. This is why at t2, we have devised a range of courses arranged in introductory and advanced levels allowing us to provide the most accurate and beneficial Microsoft training for each individuals ability.

## course details

### Course Duration

One Day (for each level)

### Course Cost

£950 (per day)

### Maximum Delegates

This course is designed for up to 10 delegates

### Training Location

Training can be run at any venue

### Participant Profile

This course is aimed at:

- Anyone who is proficient with basic Mouse, Keyboard and Windows Skills

## Introduction details

### Introduction

Our 'Introduction' course is designed for people who have very little or no exposure to PowerPoint. Delegates who are familiar with other Microsoft Applications will find that there are many common features that are in use in PowerPoint that they will already have had a chance to use in MS Word, Excel and Access.

### Key Topics

Participants will cover:

- Introducing PowerPoint
- Creating presentations in slide view
- Creating text slides
- Using editing tools
- Charts and tables
- Adding and manipulating graphic objects

### Course Benefits

On completion of this course, participants will understand:

- The component features that make up PowerPoint
- The skills to build on-screen and print based presentations from scratch using PowerPoint wizards

## Advanced details

### Advanced

Our 'advanced' course is designed for people who have covered the very basics of PowerPoint, but are now required to deliver professional presentations from start to finish using the array of PowerPoint tools available.

### Key Topics

Participants will cover:

- Making global changes
- Building organisational charts
- Producing a slide show
- Delivering presentations
- Presentation output
- Using PowerPoint on the web

### Course Benefits

On completion of this course, participants will understand:

- How to build up full presentations with interactive media elements and sound
- How to prepare presentations for both print and screen

## client testimonial



A very good course giving a good insight into Microsoft packages. It was a worthwhile course in a friendly atmosphere providing excellent information.

Jamie Stewart, **Paradigm**

## You may also be interested in...

### MS Excel

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Excel to enhance day-to-day capabilities.

### MS Project

Designed to help you learn how to solve typical project and business problems using the planning, control and progression features of MS Project.