MICROSOFT POWERPOINT
COURSE OVERVIEWS

Linkit

Creating a PowerPoint Presentation

Prerequisites:
Has attended an Introduction to Computing course or has equivalent knowledge.

Topics:
- PowerPoint Environment
- Presentation Design
- Presentation Layout and Printing
- Creating New Slides
- Reusing Slides
- Introduction to Creating a Consistent Look
  Slide Masters
  Slide Colour Schemes
  Slide Backgrounds

Duration: 3 Hours

Enhancing a Presentation with Graphics and Video Media

Prerequisites:
Has attended a Creating a PowerPoint Presentation course or has equivalent knowledge.

Topics:
- Graphic Manipulation using Contextual tabs
- Images and Illustrations
- Video, Audio and Screen Recording
- Presenting with Cameo

Duration: 3 Hours

Fine Tuning and Presenting a PowerPoint Presentations

Prerequisites:
Has attended a Creating a PowerPoint Presentation course or has equivalent knowledge.

Topics:
- Working with Different Views
  Normal View
  Outline View
  Slide Sorter View
  Notes and Handouts
- Slide Show Effects
  Slide Transitions
  Animation
- On-Screen Presentations
  Hiding Slides
  Custom Shows
  Summary Slides and Hyperlinks
  Black and White Slides
  Slide Show set up
  Working with a Slide Show
- Linking Data from Other Applications
  Creating a Link
  Link Management
- Style Checker
- Exporting using different formats
  Video
  PDF / Animated GIF
  Presentation for distribution
  Publish to Microsoft Stream

Duration: 3 Hours

For Businesses

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For Individuals

Are you are retuning back to work?
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Training for Results!
All courses are fully customisable