

Course Title: Microsoft 2003 - PowerPoint Training
10th October in Plymouth **or** 5th December in Taunton

Trainer: Jon Walker of IT Bytes Exmouth

Duration:

1 x 3 hours session

Why should you attend?

The session will be carried out in a group teaching method with demonstrations from the tutor along with active exercises carried out by the learners. At the end of the session, learners should be able to successfully create, edit and present a PowerPoint show to a suitable "business" standard to include common features such as adding media, shapes, colours and sounds.

Course Outline

- PowerPoint basics and rules
- Creating slides
- Working with slide layouts
- Slide design templates
- The master slide
- Adding pictures
- Adding charts and tables
- Adding Organisation charts
- Adding shapes
- General maintenance of a presentation (hiding slides, sorting)
- Printing slides
- Animation and effects