



Microsoft PowerPoint is a presentation program. Most Presentations are now delivered by a presenter using a PC or laptop connected to a data projector and people are using PowerPoint to help deliver a simple, complicated or memorable message. PowerPoint uses slides as pages for any presentation, where each slide can have animated text, tables, graphs, images and movies. Delivering a presentation can be a nerve-racking experience but creating a presentation for someone else can also be a harder task, unless the users know the tools available to use.

PowerPoint does not just have to be used for presentations, it can also be used for slideshows at trade fairs or even marketing emails. This program can definitely be one of the most enjoyable programs of Microsoft Office Suite to use. PCS' PowerPoint courses will allow the user to gain confidence and the knowledge to create vibrant presentations for themselves or their teams to present.

### Microsoft PowerPoint: Introduction

**Course Title: Showtime | Duration: 1 Day | Level: Introduction | Code: ITS09**

This course assumes no prior knowledge of PowerPoint. The course would be ideal for beginners or for people who are self-taught and just wish to brush up on their existing PowerPoint skills. The course begins with an overview of the program and navigation of the screen, then quickly progresses to creating a simple presentation with each slide using a different layout. Once the user has created the Presentation they will then be taught how to add the different types of Animation effects to their text, images and even graphs, and how each slide can blend into one another by using Slide Transitions.

### Microsoft PowerPoint: Advanced

**Course Title: PowerPoint Advanced | Duration: 1 Day | Level: Advanced | Code: ITS10**

The advanced PowerPoint course is a very important course for anyone needing to take their presentations to the next level. Adding Animation to incoming text is the most common effect to add, however text and shapes or images can appear or disappear or move direction as well. Sometimes the easiest way to emphasize a topic or message is sometimes by showing less. With this course PCS will show all the effects of how they can be used effectively starting with animated organisational charts to custom animated graphs with pictures.

**\*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

**Note:** So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





## Microsoft PowerPoint: Introduction



### Course Title: Showtime

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One of the best and useful parts of the course would be using Master Slides which allows the one slide image or text layout to be used throughout all slides; this can speed up the time spent on the creation and formatting of a detailed presentation. By the end of the course students will have the confidence to create professional looking slides to be used for their own or some else's presentations.

### Course Requirements:

No previous experience of Microsoft PowerPoint is required however the delegate should have knowledge in basic computer skills.

### Course Content:

- Views (Screen Layout / Menus / Buttons / Toolbars)
- File Management (Creating / Saving / Opening / Closing)
- Slide Layout (Choosing / Changing / Customising / Background Choice)
- Working Text Boxes (Creating / Positioning / Size / Borders / Shadows / 3D)
- Text Formatting (Font / Colour / Size / Effects)
- Images & Clipart (Inserting / Removing / Searching / Inserting / Removing)
- Organisation Charts & Graphs (Creating / Amending)
- Drawing (Basic Tools / Principles)
- Slide Sorter (Re-ordering / Duplication / Removing / Hiding)
- Simple Transitions (Applying / Removing)
- Simple Custom Animations (Applying / Removing)
- Printing (Slides / Handouts / Notes Pages)

### Follow On Courses:



## Microsoft PowerPoint: Advanced



### Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

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The Question and Answer section of a presentation can sometimes be one of the hardest problems for anyone; with this course we will show how a simple slide "Any Questions" can have the capabilities of jumping to any slide in any direction which will make the presenter look prepared for any question and create an overall more professional impression. After attending this course the student will feel very capable of mastering PowerPoint enabling them to create more advanced slideshows with advanced content, using links into slides or applications as well as sound and video.

### Course Requirements:

The delegate needs to have attended the previous level of the PowerPoint course at Pringle PCS or at least, have the equivalent working knowledge.

### Course Content:

- Slide Layout (Choosing / Changing / Customising / Background Choice / Text Effects)
- Working Text Boxes (Creating / Positioning / Size / Borders / Shadows / 3D)
- Masters & Templates (Background / Text / Images / Logos / Creating / Changing)
- Advanced Organisational Charts & Graphs (Creating / Animating / Linking Excel)
- Images (Searching / Utilising / Static / Animated)
- Movie Clips & Sound Clips (Inserting / Playback Timing / Soundtracks)
- Linking (Web Pages / Office Files / Email)
- Action Buttons (Creating / Editing / Removing)
- Advanced Transitions & Animation (Applying / Controlling / Emphasis / Exit / Motion Paths)
- Custom Shows & Workshop (Creating / Bending the rules / Buttons)

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