



EXCEL INTRODUCTORY LEVEL TRAINING

T: 01252 406420

E: training@dunston.it

W: www.dunston.it

LEARN HOW TO USE POWERPOINT EFFECTIVELY

Getting Your Point Across

Research has shown that people remember much more if they have seen and heard the information, rather than just hearing it.

PowerPoint is a great tool for anyone that needs to help an audience or group of people understand and remember things. Whether you are a sales person explaining a product's features and benefits or an accountant showing how a business is performing, PowerPoint can take plain data and make it interesting and memorable.

The Introductory level of PowerPoint teaches you how to make a presentation that will grab your audience's attention. As well as showing you the quickest and most efficient ways to present your information, our Microsoft Certified Trainers also give you ideas for making it better, clearer and more interesting for your audience.

COURSE INFORMATION



One day Microsoft PowerPoint training courses are *£195 plus VAT and include:

- Microsoft Certified Trainer
- Maximum of 8 delegates per course
- An assigned workstation for the day
- Printed reference book
- USB stick with course material
- Course certificate
- Lunch and refreshments
- Free parking

* A discounted rate of £165 plus VAT is applicable for courses booked by the Early Bird Booking Deadline

ASPECTS OF POWERPOINT YOU WILL COVER

Introduction

- Screen layout: menus and dialog boxes
- Office Assist interactive help
- New Presentation task pane
- Slide Design task pane

Creating Slides

- Slide Layout task pane
- Formatting Text and Graphics
- Bulleted slides
- Using Tables
- Creating Graphs
- Insert ClipArt task pane
- Organisation Charts
- Using the Drawing Tools

Working in Different Views

- Slide View
- Outline View
- Slide Sorter View
- Notes Pages View

Slideshow Enhancements

- Using Templates
- Slide Master
- Slide Transition
- Custom animation

Running a Slideshow

- Slideshow run options

Questions & Answers



DUNSTON IT

Solutions House, 161 High Street, Aldershot, Hampshire, GU11 1TT

Tel: 01252 406420 Email: training@dunston.it Website: www.dunston.it