

## **PowerPoint – Introduction**

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### **½ Day [3hrs] Hands On Training Course**

Designed for **new or ad hoc users** of PowerPoint this session provides an overview of Powerpoint and the tools required to create a basic presentation.

### **Requirements**

This session is best run hands on with participants utilising a computer.

### **What You Will Cover:**

- Overview of Powerpoint
- Screen Layouts and Slide Views
- Slide Masters
- Formatting Text & Bullets
- Drawing Tools
- AutoShapes
- Editing an Image or Graphic
- Slide Summary
- Slide Transitions & Animation
- Printing
- Reducing File Size
- Keyboard short-cuts