Microsoft PowerPoint 365 – Introduction

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. This session is based on the desktop version of Microsoft PowerPoint 365

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
- Formatting Text & Bullets
- Drawing Tools
- AutoShapes
- Editing an Image or Graphic
- Slide Summary
- Slide Transitions & Animation
- Printing
- Reducing File Size
- Keyboard short-cuts