

POWERPOINT LEVEL 1

Non-Credit Bearing

Create impactful presentations with confidence and ease

PowerPoint is far more than a simple slide tool - it's your gateway to transforming ordinary presentations into compelling, engaging experiences. With countless amazing features, PowerPoint enables even beginners to easily design impactful presentations that captivate and impress audiences. From visually appealing slides and seamless integration of charts and graphics, to professional-level text formatting, mastering the basics can dramatically elevate your communication and set your presentations apart.

This comprehensive and practical course introduces you to fundamental PowerPoint skills. You will confidently navigate the software, build visually striking presentations, incorporate effective visual aids, and clearly deliver messages that resonate.

PRE-REQUISITE

Delegates must have completed:

- Introduction to MS Office **OR**
- The equivalent experience working with MS365 products - including creating, saving, copying, managing files and folders - familiarity with computers, basic numeracy and literacy skills

WHO SHOULD ATTEND

- Professionals who regularly create and deliver presentations
- Individuals looking to improve visual communication skills
- Beginners who want a solid foundation in PowerPoint for future advancement

HOW YOU WILL BENEFIT

- Navigate PowerPoint confidently and efficiently
- Create impactful, visually appealing presentations
- Enhance clarity and professionalism in your presentations through effective formatting
- Integrate graphics, charts, and SmartArt to clearly communicate your message
- Save time with tips for efficient slide creation and formatting

One-day course 08:15am-16:00pm

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TOPIC	WHAT WE WILL COVER
Module 1: Getting started with PowerPoint	<ul style="list-style-type: none"> • Opening and navigating PowerPoint • Understanding slides, outlines, and views • Using the Ribbon and Quick Access Toolbar effectively • Accessing and using PowerPoint Help
Module 2: Building new presentations	<ul style="list-style-type: none"> • Creating new presentations from scratch • Adding, deleting, and editing slides • Text creation, editing, and formatting • Efficient use of Cut, Copy, Paste, and Format Painter • Saving and organising presentations
Module 3: Formatting and proofing	<ul style="list-style-type: none"> • Customising text fonts, sizes, and colours • Paragraph alignment, bullets, and numbering • Proofing tools, spell check, and AutoCorrect
Module 4: Using drawing tools	<ul style="list-style-type: none"> • Adding visual impact with shapes • Effectively using drawing tools to customise shapes
Module 5: Working with WordArt and ClipArt	<ul style="list-style-type: none"> • Adding and formatting with WordArt and ClipArt
Module 6: Using Tables, Charts, and SmartArt	<ul style="list-style-type: none"> • Creating and formatting tables • Inserting and editing charts • Utilising SmartArt to illustrate processes and relationships
Module 7: Enhancing presentation design	<ul style="list-style-type: none"> • Using and customising templates • Applying themes for consistent, professional presentations