



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft PowerPoint Basic

Presentations take hours to build and still do not get the message across

Practical workplace foundation

Duration: One day | **Level:** Beginner / foundation | **Delivery:** Onsite or virtual

The business problem

Staff are asked to present to managers, clients and teams, but build slides slowly, overload them with text and struggle with handouts, notes and running the show.

You need this course if...

- Staff need to produce clear business presentations
- Slides are crowded and inconsistent
- People are unsure how to prepare notes and handouts
- Presenters are nervous about running a slide show

How this course solves it

This one-day, instructor-led course gives delegates the essential PowerPoint skills for the workplace: creating, editing and enhancing clear business presentations, preparing notes and handouts, and presenting with confidence.

Who should attend?

- Staff who create or deliver presentations
- Beginners and occasional PowerPoint users

Course content

1. Getting Started with PowerPoint

- Starting PowerPoint and opening a presentation
- Navigating a presentation
- Using different views
- Saving and closing

2. Creating a Presentation

- Beginning a new presentation
- Adding text and slides
- Slide layouts
- Editing text and slides

3. Enhancing a Presentation

- Changing text appearance
- Changing slide sequence

- Notes pages and handouts
- Checking your work

4. Adding Visual Interest

- Drawing and editing objects
- Adding text to objects
- Adding images to slides

5. Presenting and Printing

- Running a slide show
- Printing slides, notes and handouts

Practical Workplace Application

Delegates build, enhance and present a short business presentation during the course.

After the course

Delegates will be able to:

- Navigate PowerPoint and use the different views
- Create, open, save and close presentations
- Add and edit text and slides using layouts
- Change text appearance and slide sequence
- Create notes pages and handouts
- Draw and edit objects and add images
- Run a slide show

Training format

Duration: One day

Level: Beginner / foundation

Delivery: Onsite or virtual

Certificate: Electronic attendance certificate

Further training: Advanced or comprehensive PowerPoint can be designed as a bespoke programme around your team's requirements

Related courses

Microsoft 365 Copilot Training

Apply AI to everyday documents, email and presentations, with human review built in. [View course](#)

Microsoft Word Basic

Create, edit, format, proof and print everyday business documents. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/microsoft-office#microsoft-powerpoint-training |

[What our clients say about us](#)

Regards

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