



Microsoft PowerPoint Basic

Practical Workplace Foundation - Course Outline

Course overview. This one-day, instructor-led course gives delegates the essential PowerPoint skills needed in the workplace. The emphasis is on creating, editing and enhancing clear business presentations, preparing notes and handouts, and presenting with confidence.

Duration	Level	Delivery	Certificate
1 day	Beginner / foundation	Onsite or virtual	Electronic attendance certificate

Course Objectives

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

Course Content

1. Getting Started with PowerPoint

- Starting PowerPoint
- Opening an existing presentation
- Navigating around a presentation
- Using different PowerPoint views
- Saving and closing a presentation

2. Creating a Presentation

- Beginning a new presentation
- Adding text and slides
- Using slide layouts
- Editing text and slides

3. Enhancing a Presentation

- Changing text appearance
- Changing slide sequence
- Creating notes pages and handouts
- Checking your work

4. Adding Visual Interest

- Drawing objects
- 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

Exercises are based on a short business presentation that delegates build, enhance and present during the course.

Advanced or Comprehensive PowerPoint

Advanced or comprehensive PowerPoint training can be designed as a bespoke programme around your team's requirements. Contact College Africa Group to discuss the content you need.