FP | TRAINING SERVICES

Microsoft Office
PowerPoint Courses

We come to your site to deliver the training courses

We bring all of the equipment required for the training

Every delegate receives course material to take away

Courses can be tailored to your requirements

Microsoft PowerPoint Basic	Microsoft PowerPoint Advanced
Our Microsoft PowerPoint Basic course offers the student an opportunity to learn the fundamental groundings of producing a business presentation using slides and graphics. It is expected that you have a certain basic knowledge of using a computer but no prior experience with Microsoft PowerPoint.	Our Microsoft PowerPoint Advanced course encourages the more confident PowerPoint user to explore new techniques in producing business presentations including sound, animation and video. Previous PowerPoint training and a working knowledge of Excel are needed before embarking on this course.

Getting started
Exploring the PowerPoint environment
Getting help
Closing presentations and closing PowerPoint

Building new presentations
Creating new presentations
Saving presentations
Working in the Outline tab
Rearranging and deleting slides
Using slides from other presentations

Formatting slides
Exploring text formatting
Working with text
Setting tabs and alignment

Using drawing tools
Drawing objects
AutoShapes
Working with text in objects
Modifying objects

Working with graphics
Working with WordArt
Adding clip art
Using images

Using tables and charts
Working with tables
Creating and modifying charts
Creating organisation charts

Modifying presentations
Using templates
Working with the slide master
Adding transitions and timings
Adding speaker notes and footers
Setting up slide shows

Proofing and delivering presentations
Proofing presentations
Running presentations
Printing presentations
Saving presentations for Web delivery

Building custom presentations
Modifying templates
Building custom templates
Building custom slide masters
Advanced slide master techniques

Using multimedia in presentations
Advanced clip art and drawing techniques
Adding movies and sound
Using animations
Using scanned images

Using organisation charts and tables
Advanced organisation chart options
Formatting and modifying tables

Advanced presentation techniques
Adding special effects
Working with slide show options
Setting up review cycles

Advanced presentation delivery options
Online meetings
Working with shared workspaces
Working with the Package for CD feature
Advanced delivery techniques

Customising the environment
Customising and creating toolbars
Automating your work

Microsoft Office integration
Working with Excel
Working with Word

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