



PowerPoint Essentials & Beyond

Course Content

General Outline

This course focuses on the basics of PowerPoint but goes beyond to discuss presentation issues as well. PowerPoint should complement and enhance, not totally takeover, your presentation.

As such, the course also covers important design aspects, such as what colour schemes to use, and the types of backgrounds and fonts that are most effective.

An important aspect of PowerPoint we cover that many people do not use is its ability to help you plan, create and edit the content (i.e., text) of your presentation.

Also, we will cover the types of special effects, bullet builds and slide transitions that will make your presentation more effective and your message more long-lasting.

Any previous presentations you have can be brought in so that we can make suggestions on how to improve them.

Detailed Outcomes

- ◆ Describe the PowerPoint screen - ribbon, tabs
- ◆ Create a text outline of the presentation
- ◆ Demote and promote text
- ◆ Apply background templates to format slides
- ◆ Make global changes to slides and text
- ◆ Change views of slides
- ◆ Add and format graphics
- ◆ Save a presentation offline or in the cloud
- ◆ Use keyboard and mouse shortcuts
- ◆ Create onscreen slide shows with animations
- ◆ Create builds within slides
- ◆ Print slides, overheads, hand outs
- ◆ State which colours, effects, etc., are effective

Client Reviews

"Everything was explained so easily and shown so you know exactly where you are."

Sharon, Admin Assistant; Essentials & Beyond

"Good pace, clear and good having a small class. I now feel confident to do presentations."

Valda; Essentials & Beyond

"I was highly impressed with the level of detail provided."

Karin, Admin; Advanced



Duration & Rate:

- ◆ 1 day public course (\$319) OR
- ◆ 3 x 1-hour online (\$132) OR
- ◆ Closed / Onsite (inquire)

Prerequisites:

No prior experience with PowerPoint is required nor assumed. Participants are expected to be familiar with using a Windows PC.

Public Course Includes:*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

** Inquire re details.*

How to Book:

- ◆ Phone us on **(02) 6041 2711.**
- ◆ Email us at **office@classtraining.com.au.**
- ◆ Book online at **www.classtraining.com.au**