



# PowerPoint Essentials & Beyond

# Course Content

## General Outline

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

You will learn which types of special effects, bullet builds and slide transitions 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

- ◆ **Customise the PowerPoint screen** - ribbon, tabs, etc.
- ◆ Create the **presentation content** with great shortcuts.
- ◆ **Apply background templates** to format slides.
- ◆ Make **global changes to all slides** in one step.
- ◆ **Add and format images**, photos and more.
- ◆ Add **powerful business graphics** (flow charts, etc).
- ◆ Apply **animations** to slides and dot points easily.
- ◆ Apply the **most effective animations** to build concepts.
- ◆ **Incorporate video** into your slides, make them work.
- ◆ State the most **effective types of special effects** to use.
- ◆ **Output** slides, overheads, hand-outs more effectively.
- ◆ **State which colours, effects**, etc, are effective.
- ◆ **State important aspects of presenting** with PowerPoint.

## Client Reviews

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

**Sharon, Admin Assistant**

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

**Valda, Accountant**

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

**Karin, Engineer**



## Delivery & Duration

- ◆ 1 day public course, **OR**  
1 x 3-hour online session **OR**  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/25-powerpoint-  
essentials-beyond](http://classtraining.com.au/coursedates/25-powerpoint-essentials-beyond)

## Prerequisites

No experience with **PowerPoint** is assumed nor required.

## Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

## How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/  
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