



## All PowerPoint Topics

All of the PowerPoint topics covered during training are listed below.

Pick relevant topics and tailor a course to meet your needs.

### Select a topic to find out more about the skills covered

- Shortcuts
- Working with Presentations and Slides
- Working with Text
- Slide Layouts and Themes
- Add and Edit Images
- Animate Content
- Printing and Presenting
- Graphics and Diagrams
- Working with Video and Audio
- Advanced Animation
- Slide Masters and Templates
- Linking Content
- Working with others on large presentations

Alternatively, if you want to learn fundamental skills to gain the most from PowerPoint, we recommend attending our core skills courses, listed below:

- PowerPoint Essentials (3 Hrs)
- PowerPoint Advanced (3 Hrs)

To find out more, please visit [www.iq-it.co.uk](http://www.iq-it.co.uk)

## Shortcuts

### Work at speed with PowerPoint

Learn how to

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- Use the keyboard instead of the mouse for frequent commands
- Customise the Quick Access Toolbar to group frequently used tools
- Use smart tags to complete common tasks
- Copy and paste content using the Clipboard

## Working with Presentations and Slides

### Create and manage presentations with ease

Learn how to

- Create, save and open PowerPoint presentations
- Add slides to a presentation
- Change how slides are viewed on the screen
- Create duplicate slides
- Check the spelling of text across all slides
- Find and replace text across all slides
- Change the order of slides
- Hide slides within a presentation
- Copy slides between presentations

## Working with Text

### Add and edit text quickly

Learn how to

- Add text to slides
- Change the font type, size and colour of text
- Change the alignment and spacing of text
- Add bullets and numbers to lists of text
- Add text boxes and position them correctly
- Change text from lower case to upper case
- Use the Format Painter tool for quick and consistent formatting
- Clear all formatting applied to text with one command
- Copy and paste content using the Clipboard

## Slide Layouts and Themes

### Choose a suitable layout and theme

Learn how to

- Select a suitable slide layout for content
- Change the layout of a slide
- Change the slide background colour
- Apply colour themes to a presentation

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## Add and Edit Images

### Use images to enhance a presentation

Learn how to

- Add images to slides
- Change the dimensions of an image and reduce the file size
- Add effects to images using various tools
- Add screenshots and screen clips
- Use an image as a slide background
- Find copyright free images and download from the web

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## Animate Content

### Control the appearance of content using animation

Learn how to

- Add animation to control the appearance of text and images
- Change the order of animation
- Use the animation painter tool
- Add a transition between slides

## Printing and Presenting

### Print materials and deliver a professional presentation

Learn how to

- Print slides and handouts
- Add and print speaker notes
- Use the keyboard to control what is displayed on the screen
- Move quickly between slides when presenting
- Create a PowerPoint Show

## Graphics and Diagrams

### Create engaging visuals to enhance a presentation

- Learn how to insert and edit shapes to create impressive graphics
- Use tools to size and position graphics precisely
- Group objects to simplify editing
- Create and edit diagrams using SmartArt
- Create charts to present statistics

## Working with Video and Audio

### Use video and audio clips to increase impact

- Learn how to embed a video within a slide
- Use various video editing tools
- Link to an online video
- Add audio such as music or narration and set audio playback options

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## Advanced Animation

### Draw attention to content with impressive animation

- Learn how to Add animation effects to text and images
- Use the animation pane to customise effects
- Animate charts, shapes and diagrams
- Create your own motion paths for objects

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## Slide Masters and Templates

### Create and customise slide masters and templates for consistent slide design

- Learn how to View the slide master within a presentation
- Edit a slide master to set the background, colour and font on all slides
- Add images to a slide master such as a company logo
- Create multiple slide masters
- Add and edit content within headers and footers
- Create a template for consistent design
- Edit an existing template

## Linking Content

### Link content from other software and the web

- Learn how to Copy and paste content from Excel and Word with ease
- Link content from Excel which is automatically updated in PowerPoint
- Create and edit tables to display Excel data
- Add hyperlinks to various files such as PDF's
- Add hyperlinks to relevant web pages

## Working with others on large presentations

### Simplify collaborating with colleagues when creating a large presentation

- Learn how to Add, edit and delete comments within a presentation
- Combine revisions by multiple authors into one presentation
- Organise slides into meaningful sections
- Create customised shows for different audiences

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## More information

### Suitable for all versions of PowerPoint

PowerPoint training is delivered for all versions of PowerPoint, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of PowerPoint are also covered, from the oldest to the latest.

### Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

## Core Skills Courses

We deliver two Core Skills courses in PowerPoint which cover the fundamental skills needed to gain the most from PowerPoint, listed below.

- PowerPoint Essentials (3 Hrs)
- PowerPoint Advanced (3 Hrs)

To find out more, please visit [www.iq-it.co.uk](http://www.iq-it.co.uk).

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