



## PowerPoint Essentials

Course Length: 3 Hrs

Learn essential skills which can be applied whenever you are working with PowerPoint to create great presentations.

Learn how to create engaging presentations, edit slides at speed, format text and ensure consistency across a presentation, enhance slide designs, work with images, control the delivery of information with animation, use a wide range of shortcuts and more.

### Is this the right course for you?

This is the ideal course if you are self-taught with PowerPoint and would like to increase your speed, confidence and knowledge to create engaging presentations.

If you are confident with PowerPoint and would like to learn more advanced skills, we recommend attending the PowerPoint Advanced course.

## Course Content

### Shortcuts

#### Work at speed with PowerPoint

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Customise the Quick Access Toolbar to group frequently used tools

### Working with Presentations and Slides

#### Create and manage presentations with ease

Learn how to

- Create, save and open PowerPoint presentations at speed
- Add slides to presentations at speed
- Change how slides are viewed on the screen
- Create duplicate slides
- Change the order of slides

### Working with Text

#### Add and edit text quickly

Learn how to

- Add text to slides in various ways
- Change the font type, size and colour of text
- Change the alignment and spacing of text
- Add bullets and numbers to lists of text
- Use the Format Painter tool for quick and consistent formatting
- Clear all formatting applied to text with one command

## Slide Layouts

### Choose suitable slide layouts for content

Learn how to:

- Select a suitable slide layout for content
- Change the layout of a slide
- Add effects to the slide background
- Use an image as a slide background

## Animate Content

### Control the appearance of content using animation

Learn how to:

- Add animation to control the appearance of text on a slide
- Change the sequence of animation

## Add and Edit Images

### Use images to enhance a presentation

Learn how to:

- Add images to slides
- Change the size of an image
- Add effects to images using various tools

## More information

### Feedback from trainees

*Everything was put across as simple and 'doable'. I left feeling confident to tackle PowerPoint. Great session!*

*It was fantastic!!!! My brain is aching from learning so much.*

### Suitable for all versions of PowerPoint

This course is suitable 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.

### Further training

PowerPoint Essentials is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from PowerPoint. If you would like to learn more about PowerPoint or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit [www.iq-it.co.uk](http://www.iq-it.co.uk).