

PowerPoint Basics (full day)

Level 1.0 beginners

Course outline

PowerPoint Basics (full day) is an ideal course for beginners or people who are inexperienced with PowerPoint and who wish to create impressive and high quality presentations. If you have never used PowerPoint before, this course will help you become fluent and comfortable with the program. The skills covered in this course are sufficient for basic PowerPoint use in the corporate environment.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Working with the PowerPoint ribbon
- Adding and copying slides
- Adding and formatting text
- Working with bullets
- Working with numbering
- Working with the format painter
- Rearranging slides
- Adding and formatting pictures
- Changing slide layouts
- Working with Outline view
- Working with slide backgrounds
- Adding and formatting shapes
- Working with headers and footers
- Applying and modifying themes.

and much more including our T7 Tips and Tricks section.

Is this course for me?

This course is ideal for people who want a solid understanding of working with PowerPoint. By the end of this course, you will be productive with PowerPoint even if you have never used it before.

This program is also ideal for self-taught people who want to learn correct and time-saving techniques while using Microsoft PowerPoint.

Session dates

Course dates, times and booking instructions are located at: www.T7Training.com.au

Further study

PowerPoint Intermediate covers intermediate features and usage of Microsoft PowerPoint.



T7 Training Systems

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