



Microsoft® Office PowerPoint® Intermediate



Microsoft®
PowerPoint

Key Focus Areas:

Adding and customising multi-media and other objects

- Learn how to add video, audio and other objects and then customise them for your presentation

Hyperlinks

- Understand what a hyperlink is and how to effectively make use of this in your presentation

Using templates

- Learn how to create a template

Inserting headers and footers

- Make use of the header and footer feature to add these together with slide numbering to your presentation

Creating custom slide effects

- Learn how to add custom slide effects using animation effects and motion paths

Slide Master and normal view

- Learn how to format the slide master, how to change slidemaster layouts and slide master placeholders

Inserting slides from other slide shows

- Learn how to insert slides from different presentations

Completing the presentation

- Once the slide show has been created, its time to polish it off
 - Hiding slides
 - Audience handouts
 - Presentation tools

Entrance requirements:

Delegates are advised to bring their own laptops, with relevant programmes installed to class, in order to complete the training

Learning Methodology

Delegates attending the course are provided with a unique blended learning methodology which combines online access to subject content with real time engagement with facilitators, and the opportunity to add value through contact learning sessions, where feasible and appropriate.

Programme fee

The programme fee will be determined based on the requirements

Duration

2 days

Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: www.ukznextendedlearning.com

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