MICROSOFT POWERPOINT ONLINE
4 x 1.5 HOUR WEBINARS

OVERVIEW

These online webinars have been designed to replace classroom-based training whilst people are required to work from home. Participants have the option of either attending the live webinars at the scheduled date and time or alternatively can view a recording of the webinar at a time that suits them. Recordings will be available for 6 months after completion and a link to the recording will be sent to all participants following the live webinar along with all relevant course files – exercises, user reference guides etc. A trainer will be on hand via email to answer any queries or questions that might arise following the training.

PPT 1: EFFECTIVE PRESENTATION SKILLS / POWERPOINT ESSENTIALS

→ Effective Presentation Skills – Some theory
  - What makes for an effective presentation?
  - Who and Why?
  - Presentation content
  - Presentation structure
  - Effective visual aids
  - How to engage your audience
  - Do's and Don'ts of PowerPoint
→ Microsoft PowerPoint basics
→ Creating presentations and working with slide layouts / placeholders
→ Navigating the presentation
→ Re-ordering / duplicating / deleting slides.
→ Exploring slide layouts – Bullet / Two Content / Comparison

PPT 2: FORMATTING / ALTERNATIVES TO BULLETS

→ Formatting.
  - Font, Fills, Lines / Copying formats
  - Formatting slide backgrounds
  - Working with the Slide Master
  - Applying Design Themes
  - Header / Footer / Numbering
→ Working with Sections.
→ Working with SmartArt
  - Inserting SmartArt.
  - Editing & Formatting SmartArt
  - Changing Layout / Design etc.
→ Tables
  - Inserting and modifying table layout
  - Table Design - Formatting / Table Styles
  - Table Layout Ribbon

PPT 3: CHARTS / PICTURES-IMAGES / DRAWING TOOLS

→ Charts
  - Creating Charts
  - Adding / Removing chart elements
  - Changing the chart type
  - Working with the Chart Design ribbon
  - Working with the Chart Layout ribbon
→ Inserting a logo on a slide / slide master
→ Inserting and working with images and pictures
→ Editing / Cropping images etc.
→ Using Screenshot and Screen Clipping
→ Working with drawing tools
→ Grouping / ungrouping objects
→ Re-Order / Aligning objects
→ Working with WordArt

PPT 4: VIDEO / AUDIO AND THE FINISHING TOUCHES / OUTPUT

→ Creating and working with custom Design Templates.
→ Inserting / Basic editing of Video & Audio
→ Screen Recording
→ Working with slide sorter view
→ Working with transitions
→ Working with animation / custom animation - Entrance / Exit / Emphasis / Motion Paths
→ Creating and Running a Slide Show
→ Presenter View
→ Creating notes pages
→ Printing the presentation - Slides / Handouts / Notes Page
→ Recording a Slide Show
→ Converting a PowerPoint slide show to a video