



4D Group

## PowerPoint Introduction

### Who would benefit?

This course is for users or potential users of PowerPoint who have a working knowledge of Windows and need to produce slides or documents for printing or presentations.

### Objective

To give an introduction to PowerPoint allowing participants to make efficient use of this presentation package.

### Content

- Discuss individual's needs
- Overview of PowerPoint
- Create a presentation
- Insert, edit and format text and bullet points
- Tabs and text search options
- Page layouts
- Work with multiple views
- Insert, edit, control and manipulate objects
- Work with ClipArt
- Insert, edit and format charts
- Organisation charts
- Apply templates
- Work with slide master
- Use slideshow
- Transition effects
- Use of effective animation

### Duration

One day