



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Microsoft PowerPoint - Introduction

Who is it for ?

This course has been designed for beginners that have no prior knowledge of Microsoft PowerPoint. The course covers the basic functionality of PowerPoint such that delegates feel confident in creating professional presentations and slide shows.

What is it about and what will it do ?

Develop new skills in Microsoft PowerPoint application

Typical Objectives

Development of working knowledge relative to Microsoft PowerPoint application

Indicative Outline Content

- Introduction
- Working with texts
- Slide layouts
- Working with presentations
- Working with drawing toolbar
- Clipart
- Slide sorter
- Presenting the show

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