

COURSE OVERVIEW

Course Category:
Desktop Productivity

Course Name:
Microsoft PowerPoint
Essentials

COURSE DURATION: 1 Day

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg
2196

Gauteng

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160

Cape Town

1st floor, TBE, 3 Bridgeway,
Bridgeway Precinct, Century City,
7411

Durban

9 Mountview Close
Broadlands
Mount Edgecombe
Durban
4302



087 941 5764



sales@impactful.co.za



impactful.co.za

COURSE OVERVIEW

Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organise your content, enhance it with high-impact visuals, and deliver it with a punch.

In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

The course covers PowerPoint 2019 / 2021 and 365

COURSE OBJECTIVES

By the end of this course, users should be able to:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform text formatting.
- Add and arrange graphical elements.
- Modify graphical elements.
- Prepare to deliver your presentation.

TARGET AUDIENCE

This course is designed for students who wish to gain a foundational understanding of PowerPoint 2019, 2021 or 365 that is necessary to create and develop engaging multimedia presentations.

PREREQUISITES

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser.

COURSE OUTLINE

Module 1: Getting started with PowerPoint

- Navigate the PowerPoint interface
- View and navigate a presentation
- Create and save a presentation
- Use PowerPoint Help

Module 2: Develop a PowerPoint presentation

- Create a presentation
- Edit text
- Work with slides
- Design a presentation

Module 3: Format text

- Format characters
- Format paragraphs

Module 4: Add and arrange graphical elements

- Insert images
- Insert shapes
- Create SmartArt
- Insert stock media, icons and 3D models
- Size, group and arrange objects

Module 5: Modify graphical elements

- Format images
- Format shapes
- Customise SmartArt
- Format Icons
- Format 3D models
- Animate objects

Module 6: Prepare to deliver your presentation

- Review your presentation
- Apply transitions
- Print or export your presentation
- Deliver your presentation

Appendix A: Microsoft Outlook common keyboard shortcuts

Appendix B: Guidelines for presentation design

DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training