



### Course Prerequisites

This is a beginner course in PowerPoint. It is designed for those who have little or no experience of the application. This course will start PowerPoint from the very start. If you have previously used PowerPoint and are proficient in the course content then you may wish to consider doing an Advanced level course.

### D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

## Microsoft PowerPoint Core Level

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes. It is the number one program used worldwide for presentations.

At the end of this course you will be able to create stunning professional presentations.

The course will specifically cover the following areas:

- Learn About The Application And The Powerpoint Screen
- Working With Different Slide Types
- Creating Bullet Lists
- Formatting Your Slides
- The Correct Use Of Colour
- Creating Effective Presentations
- Laying Out Slides Correctly
- Use Of Text Boxes And Tables
- Creating Charts In A Slide
- Working With Pictures
- Drawing And Manipulating Objects In A Slide
- Learning About Transitions And How To Set Up A Slide Show

*Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course*

### Course Details

*1 Day Course  
Start Time: 9:30am  
Finish Time: 4:30pm*

