



# PowerPoint - Presentations



## Audience

For individuals who need to create or update existing PowerPoint presentations

## Outcomes

To become faster and more confident in putting professional presentations together which include a wide range of diagrams, images, graphs, links & video content

## Course Content

- Work with slide masters
- Edit and import slide designs
- Insert new slides & layouts
- Insert tables, charts & SmartArt
- Format the content professionally
- Apply animation and transitions
- Prepare handouts & notes
- Save & share your presentation

## Duration

3 hours with lots of hands-on practical exercises

## Price

£435 including the hire of 8 laptops

## Includes

- All PowerPoint Presentations for future practice
- Full colour booklet to accompany the lesson