# PowerPoint

A one day, 5 star rated course from the Marketing Training experts

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# PowerPoint Course

This is a one day training course that will give you the knowledge and skills you need to create a memorable PowerPoint show.

PowerPoint is probably the most used software for creating presentations but most users only know the basics. This one day course will train you how to create a more impressive presentation and show you how to use some of the more advanced features of PowerPoint.

The course covers PowerPoint 2010/2013/2016 (Also PowerPoint for Mac). You are welcome to bring along a PowerPoint presentation that you are working on.

## Suitability - Who should attend?

This course is designed for people who need to put together PowerPoint presentations and know the basics, but want to create something more professional and impressive.

You should be reasonably confident in opening up PowerPoint, adding slides, adding text and inserting pictures. If you don't know the basics then please contact us and we will give you a one hour introduction before the course starts.

## Price and Venues

Manchester:     £265 + VAT
Leeds:          £295 + VAT
Liverpool:      £295 + VAT

We all enjoyed the course and found it very useful. Martin Woodfield, our trainer, covered everything we had discussed beforehand. Martin was an excellent trainer and I will recommend this course to any of our colleagues looking for PowerPoint training in the future. We all feel that we learnt a lot from the day, that will enable us to improve the way we use PowerPoint in the future.

Nicky Roberts | British Council

### Private & One to One courses
We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

- No more than 6 Delegates
- 5 Star Rated courses
- Practice led learning
- 3 months online support
- Lunch & refreshments provided

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

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# PowerPoint
## COURSE OUTLINE
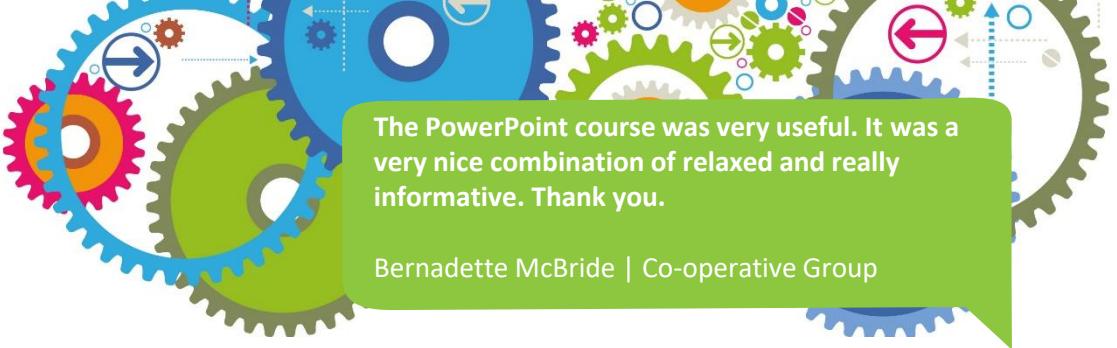
This Course will teach you how to use the power of PowerPoint to create more effective and memorable presentations.

### Creating memorable presentations

- Creating the right structure
- Helping viewers to remember the key points
- Use of visual aids
- Examples

### Images

- Formatting pictures
- Effects and cut-outs
- Screenshots and clipping

### Set up and design

- Setting up your slides
- Using and creating templates
- Slide layouts
- Placeholders & text boxes
- Formatting text

- Creating backgrounds
- Spacing and alignment

### Master slides

- Setting up master slides
- Creating master layouts
- Creating custom themes

### Shapes

- Creating and using shapes
- Editing shapes
- Creating graphics using shapes
- Lines and arrows

### Tables & Charts

- Creating and designing tables
- Creating and designing charts
- Importing & linking data from Excel
- Animating charts

### Smart Art

- Using and editing Smart Art
- Building complex diagrams

### Animations & Transitions

- Animating text and objects
- Custom animations
- Using transitions

### Audio and Video

- Inserting and editing audio and video
- Custom animations
- Using transitions

### Other useful tips

- Creating menus & sections
- Presentation tools and tips
- Notes
- Review and proofing
- Using the outlines pane

### To book please see next page

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## How to book

To reserve your place on the PowerPoint course, simply pick your preferred date and location, and send us an email or give us as ring.

Or if you prefer, we offer private and In House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

> I had a great day and thoroughly enjoyed the training. I learnt a lot from Martin and now have the confidence to really improve my presentations.
>
> Amanda Scarratt | Thomas Cook