PowerPoint Course

A 5 Star Rated course from the 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.

Introduction

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 2016/2019 and 365. You are welcome to bring along a PowerPoint presentation that you are working on.

Who would benefit from this course?

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 & inserting pictures. If you don't know the basics then please contact us & we will give you a short introduction before the course starts.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google
5.0 ★★★★★

The [PowerPoint] course was great and I found very useful.

I'm looking forward to using the new things I learnt in the next presentation I put together

Phil Jones
Edge Hill University

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£450 + VAT
Leeds:	£295 + VAT	£450 + VAT
Liverpool:	£295 + VAT	£450 + VAT
Birmingham	£295 + VAT	£450 + VAT
Online	£250 + VAT	£375 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online From £550. Please email or call us with your preferred venue, number of delegates and any requests.

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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

Key Design Principles

Examples

Images

Formatting pictures

Effects and cut-outs

Screenshots and clipping

Icons and models

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

Inserting and editing Video

Other useful tips

Creating menus & sections

Presentation tools and tips

Notes

Review and proofing

Using the Outlines pane

Google

5.0 ★★★★★

I enjoyed the [PowerPoint] course and have taken away a number of ideas to develop our quarterly performance report for the board.

Philip Paul
Food Standards Agency

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.

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Why Choose M Training's PowerPoint Training Course

- Run by an experienced marketing and design expert with over 20 years experience of working with companies and agencies, creating numerous high profile PowerPoint presentations
- Public courses are limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Liverpool, Birmingham and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £550 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day PowerPoint course, Simply pick your preferred date and book on our website, send us an email or give us as call.

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.

The PowerPoint course was very useful.
It was a very nice combination of relaxed and really informative. Thank you.

Bernadette McBride | Co-operative Group