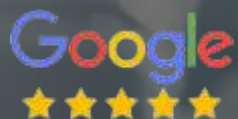




PowerPoint Essentials

1 Day | Private or Public | Classroom or Online



UK Register
of Learning
Providers

www.mtraining.co.uk

Course Overview

1 Day PowerPoint Training

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

Introduction

This 1-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 2016/2019/2021 and 365. You are welcome to bring along a PowerPoint presentation that you are working on.

Course Objectives

By the end of the course, you'll have the skills and confidence to build your own PowerPoint slide decks that look professional and clearly communicate your ideas and information.

The course will help you understand image editing, text formatting, charts, tables, Shapes, SmartArt, animations and multimedia. You will also learn how to use Slide Masters and create a theme.

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 adding slides, text & pictures in PowerPoint. If you don't know the basics then please contact us & we will give you a short introduction before the course starts.

Highlights

-  5 Star Rated Course
-  Small Class Sizes
-  100% Trainer led
-  Practice Led Learning
-  3 Months Online Support
-  Detailed Course Materials
-  Certificate of Completion
-  Lunch Provided
-  Private Or Public Courses
-  Classroom or Online



Course Outline

1 Day PowerPoint Course

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
- ✓ Making it memorable
- ✓ Design tips
- ✓ Examples

Images

- ✓ Formatting pictures
- ✓ Effects and cut outs
- ✓ Screenshots and clipping
- ✓ Using the AI picture tools

Set Up & Design

- ✓ Setting up your slides
- ✓ Using and creating templates
- ✓ Slide layouts
- ✓ Placeholders & text boxes
- ✓ Formatting text
- ✓ Creating backgrounds
- ✓ Spacing and alignment
- ✓ Using CoPilot

Slide Masters

- ✓ Setting up slide masters
- ✓ 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

SmartArt

- ✓ Using and editing Smart Art
- ✓ Text to SmartArt

Animations & Transitions

- ✓ Animating text and objects
- ✓ Custom animations
- ✓ Using transitions

Other Topics

- ✓ Inserting and editing audio
- ✓ Inserting and editing video
- ✓ Creating menus & sections
- ✓ Presentation tools and tips
- ✓ Review and proofing

For private courses, the training can be designed to meet your requirements

“

I wanted to send my thanks for the course I attended a couple of weeks ago. Martin ensured that all participants fully understood each module of the programme and was thorough in his teaching methods. I would highly recommend this course to anyone and I learned so much, which I have already put into practice.

”

Jude Holmes

Greater Manchester Police



Delivery Options

1 Day PowerPoint Course

Public Open Courses

We offer this course as an open public course. Dates can be found on our website.

These are ideal if you are booking for one to four people and don't have the budget for a private course.

Our public courses are **limited to 6 people** to ensure you get the help and support you need.

Venues

- ✓ Manchester Science Park
- ✓ Birmingham City Centre
- ✓ Leeds City Centre
- ✓ Liverpool City Centre
- ✓ Online (via Zoom)

Timing

9:30am to 4/4:30pm

Public Course Pricing

- 1 Delegates – From £250 + VAT*
- 2 Delegates – From £375 + VAT*
- 3 Delegates – From £485 + VAT*

Private Inhouse Courses

We offer this course as a private course.

Dates will be sent to you to choose from.

Private courses are ideal for 1-2-1 or group bookings, or if you want the course content designed to your specific needs.

Venues

Online via Teams or Zoom

Inhouse at your offices

At one of our training centres

At a venue of your choosing

Timing

Normally 9:30 to 4/4:30 but this can be altered to suit you.

Private Course Pricing

From £590 + VAT*

Please call 0161 226 6032 or email info@mtraining.co.uk with details of the venue and number of delegates to receive a quote.

* Please check website or email us for latest prices and discounts

 INHOUSE (UK WIDE)

 MANCHESTER

 BIRMINGHAM

 LEEDS

 LIVERPOOL

 ONLINE

[Click here](#) for dates and the latest prices or email info@mtraining.co.uk



Reviews

PowerPoint Delegate Feedback



Martin was excellent and made the day really engaging with lots of useful takeaways that I could implement straight away. We also received a follow up with all the course notes! Would highly recommend.

Matt Lewis, EMR

One of the best courses I have ever taken and very well presented by the tutor.

Anthony Convey, Hotter

A very helpful and well delivered PowerPoint training course. The session was engaging and interactive; it truly did not feel like being on Zoom. The content was practical and easy to follow, with excellent resources provided.

Mariya Saleh, Ducent Advisory

Thank you for the training, we both found it really useful and Martin was fantastic. Thank you for all of your help.

Megan Hamnett, Gibson Hollyhomes Ltd

I attended a [PowerPoint] course on Wednesday 12 April and thoroughly enjoyed it. It was a lot to take in on one day but extremely well presented Many thanks

Barbara Buckley, British Council

The trainer made the training very easy and enjoyable, was incredibly helpful and tailored training to our needs

Sarah Cleworth, LTE Group

The course was very informative and hands on which I like, as this is my preferred method of learning. The course will prove very useful when I produce presentations. Martin was extremely knowledgeable and you can tell that he had used PowerPoint to a very high level for many years.

Declan McCready , Trent and Dove Housing

Really good course. Small group environment conducive to learning and asking questions along the way. Useful reference materials for back at the office too.

David Ottiwell, Private Booking

Many thanks for the course which I found very insightful.

Phil Jones, Edge Hill University

I found the course extremely helpful and presented in a visually interesting and informative style and at a pace which was easy to follow. Any questions I asked were answered in a positive and informative manner. Nothing was too much trouble. I would recommend this course to anyone.

Carolyn Lashford-Carr, BDB

The 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

John Wood, CEO, Kelling Group

The course was good and very enlightening, and I was right that we are literally only just scraping the surface. Martin really knew his stuff and I was very impressed with the set up and the small group size.

Richard Russell, Africa & Beyond Ltd

The course was extremely informative, and I learnt a lot of new things about PowerPoint which I didn't think was possible.

Liesel McQueen, Russells Construction

We really enjoyed the session and learnt lots, so thank you very much!

Tammy Maldonnat, Cognita

The course was very useful and I picked up some good pointers that should make it easier to produce professional looking presentations. I will be recommending it to anyone who needs some training.

Jade Hibbert, Clancy Consulting

I found the course very beneficial and Martin was great with taking his time and talking through issues I have.

David Thomason, Mizkan Euro Ltd

I found the course really useful. Martin explained everything really well and I got a lot from it.

Rachel Lewis, European Metal Recycling

Excellent course, learnt a lot! Martin was very knowledgeable and engaging. I would definitely recommend this course

Adam Longden, Swizzels

The course was very enjoyable and informative. Thanks for sending on the course notes and certificate. I'm sure I will find the notes very helpful in future.

Victoria Lloyd, Beever and Struthers

I'd just like to thank Martin for such a great [Private PowerPoint] training session this morning. So easy to follow and very informative – skills I will surely use going forward.

Suzanne Jones, HGF

Thank you for this [PowerPoint course notes] – very much appreciated and helpful. I thoroughly enjoyed yesterday's course and learned so much.

Tracy Fowler, Induction Healthcare

Just completed the Beginners PowerPoint course with Martin. Very good course, and well laid out, covering a lot of information. Martin is a very good presenter who explains things in a clear and concise manner and because you are actually doing the exercises, not just reading a presentation, it helps things to sink in. Really enjoyed the course and come away with a much better understanding of PowerPoint and how it works. Would definitely recommend

Alison Whittaker , Silderm Ltd

Many thanks for the slides, and yes, the day was incredibly useful. Thank you for a great training day!

Christine Yardley, Barkers

After years of having people construct presentations for me, I thought it would be useful to get my PowerPoint skills back. I attended an 'in person' course at Manchester Science Park. I thoroughly enjoyed the day, Martin covered everything I need to know, at a good pace.

Alex Heslip, Seeking Challenge Limited

Very helpful [Advanced PowerPoint] course and good take away notes. Trainer took the time to adapt the content to our company and the sort of presentations that we do, this made it very relevant. We all went away with new skills and feeling more confident.

Sarah-Louise H, Swizzels Matlow

Thank you very much, Martin. The course was excellent.

Zee Amin, Astra Zeneca



Why choose M Training?

-  Rated 5 Stars in Google, Facebook, Find Courses and on post-course feedback
-  Highly experienced and qualified trainers who are experts in their field
-  Small Class Sizes for personal support throughout your course
-  Public scheduled courses in Manchester, Birmingham, Leeds & Liverpool
-  Private 1-2-1 and group courses online and in classroom anywhere in the UK
-  Detailed course notes/training manuals
-  Free Certificates of Completion
-  3 months ongoing email support

How to Book

If you have any questions, or would like to book a course, send us an email or give us a call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Visit: www.mtraining.co.uk

Payment: We will invoice you and you can pay by bank transfer or credit card.

We work with:



Manchester: Base, Greenheys Lane, Manchester Science Park M15 6LR.
Leeds: West One, 114 Wellington Street, Leeds, LS1 1BA.
Birmingham: Cornwall Buildings, 45 Newhall Street, Birmingham, B3 3QR.
Liverpool: The Plaza, 100 Old Hall; Street, Liverpool L3 9QJ.

[Visit our website](http://www.mtraining.co.uk)