

# Jenny Labbett Computer Services

## *Making the most of Microsoft Office*



### **PowerPoint Introduction**

A one-day course.

Pre-requisite for this course: some experience of using Word.

<b>FULL-DAY</b>	<ul style="list-style-type: none"><li>• creating slides</li><li>• editing and formatting text</li><li>• different ways of viewing slides</li><li>• creating and inserting an organisation chart</li><li>• inserting a Word table</li><li>• inserting an Excel chart</li><li>• inserting a picture</li><li>• using Slide Masters for consistent formatting</li><li>• adding transition effects (different ways of going from one slide to the next)</li><li>• adding build effects (how to make bullet points appear one by one)</li><li>• running a slide show</li><li>• creating a design template</li><li>• printing speaker's notes, handouts and outlines</li><li>• some Do's and Don'ts when giving a presentation</li></ul>
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*Each delegate will be given the time to create a short PowerPoint presentation on a subject of their choice, which they will present to the other delegates at the end of the course.*

*Please note that this course can also be run as two half-day sessions.*