Microsoft PowerPoint Essentials Training

Duration: **1 Day**

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Overview

Microsoft PowerPoint provides a wide range of tools for presenting information clearly, visually, and effectively in many different situations. By using the right features, users can create presentations that are both engaging and efficient to produce.

This course introduces participants to the essential skills needed to organise content, build presentations quickly, enhance slides with visual elements, and deliver presentations with confidence.

By the end of the programme, learners will be able to create well-structured presentations using text, images, shapes, tables, charts, and presenter tools, giving them a strong foundation for everyday PowerPoint use.

Prerequisites

No previous experience with Microsoft PowerPoint is required.

However, some familiarity with Microsoft Word or another Office application can be helpful.

Participants should be comfortable with basic file operations, including:

- Opening, closing, and saving files,
- Navigating through files and folders,
- Using Cut, Copy, and Paste commands.

This course is suitable for users of PowerPoint 2010, 2013, 2016, 2019, and Microsoft 365.

Who Should Attend

This course is suitable for:

- New PowerPoint users,
- Anyone who wants to develop essential presentation skills,
- Professionals who regularly prepare presentations for work or training,
- Users who want to create presentations more quickly and efficiently.

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What You Will Learn

By the end of this course, participants will be able to:

- Understand the PowerPoint interface and common terminology,
- Create basic presentations using text, bullet points, and Speaker Notes,
- Add and manage graphical elements such as images and Shapes,
- Work with Tables and Charts,
- Set up and run Slide Shows,
- Use Presenter View and Rehearsal tools.

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Outline

Module 1 – Getting Started with PowerPoint

- Exploring the PowerPoint environment
- Understanding PowerPoint terminology
- Working with different Viewing Modes
- Understanding the basic structure of a presentation

Module 2 – Creating a Basic Presentation

- Working with Slides
- Adding and arranging slides
- Using Bullet Points
- Adding Speaker Notes
- Reordering and managing slides
- Organising presentation content

Module 3 – Working with Images

- Inserting images
- Resizing and positioning pictures
- Making basic image adjustments
- Using Picture Adjustments
- Applying Picture Formatting

Module 4 – Working with Shapes and Objects

- Using Drawing Tools
- Creating Shapes
- Formatting Shapes
- Managing multiple objects
- Moving, aligning, and arranging objects

Module 5 – Tables and Charts

- Creating and editing Tables
- Formatting table data
- Presenting information with Charts
- Using charts to communicate data more clearly

Module 6 – Presenting a Slide Show

- Running a Slide Show
- Controlling slides during a presentation
- Using Slide Show Controls
- Preparing Slide Handouts
- Using Rehearsal tools
- Presenting with Presenter View