

MICROSOFT POWERPOINT MASTERCLASS



Corporate IT Course

LEARNING OUTCOMES

- Create professional, high-impact presentations efficiently and effectively.
- Integrate and format text, bullets, charts, tables, and graphics for clear communication.
- Design and insert organisational charts and SmartArt to illustrate concepts visually.
- Apply templates and customise slide masters to maintain a consistent presentation style.
- Run engaging slide shows using transitions, builds, and animation effects for dynamic delivery.

COURSE OVERVIEW

The Introduction to Microsoft PowerPoint course is for first-time or potential users with a working knowledge of Windows. Delegates will learn to create and format slides, add charts, tables, and graphics, apply templates and slide masters, and enhance presentations with transitions and animations. By the end of the course, participants will be able to produce clear, engaging, and professional presentations. Delegates must have attended Windows Introductory course or have an equivalent working knowledge of the Windows environment.

TOPICS COVERED IN THIS COURSE

Exploring the PowerPoint Environment

Learn to navigate PowerPoint's interface and customise the Quick Access Toolbar to streamline your workflow.

File Management and Design Setup

Create new presentations, reuse slides, adjust page layouts and orientations, preview and print slides, and apply professional design themes.

Working with Text Slides

Use title and content placeholders effectively, create and format bulleted or numbered lists, adjust text attributes, and refine slide layout using rulers, gridlines, and guides.

Creating and Formatting Charts

Insert and edit charts using datasheets, change chart types, apply formatting, and integrate charts from Excel to visually present data.

Inserting and Formatting Tables

Insert tables, modify layout and formatting with borders and shading, and import tables from Word or Excel to display structured information clearly.

Working with Objects and Graphics

Insert and manage images, icons, SmartArt, and videos; create and format shapes, align and group objects, and apply colour, transparency, and merge effects for custom graphics.

Working with Views and Masters

Use Normal, Notes, and Slide Sorter views to manage slides and edit Masters for custom layouts and placeholders.

Creating and Delivering Slide Shows

Develop engaging slide shows using timings, transitions, and animations—including motion paths and emphasis effects—to create smooth, dynamic presentations.