Microsoft® PowerPoint Virtual Training Sessions

These virtual sessions are live, interactive tutor-led sessions, where you can ask questions and practice, using the exercises provided, whilst the tutor is there to help. Bitesize by design, you can chunk your learning to suit your specific needs and decide how many you want to do. For individuals or teams, virtual training gives you the freedom to receive training from wherever you are, from a specialist trainer.

P1: Creating a New Presentation

Duration: 1¼ hours   **Fundamentals**

- Creating a new presentation
- Working with multi-level bullet points
- Adding new slides using slide layouts
- Changing slide layouts
- Autofitting text

P2: Title & Content Slide Layouts

Duration: 1¼ hours   **Fundamentals**

- SmartArt lists
- Converting bullet points to SmartArt
- Organisation charts
- Tables

P3: Working with Charts

Duration: 1¼ hours   **Intermediate**

- Creating & editing a chart in PowerPoint
- Creating bar, line and pie charts in PowerPoint
- Copying a chart from Excel to PowerPoint
- Changing the paste options: Linking & Embedding a chart
- Updating a chart

P4: Pictures and Shapes

Duration: 1¼ hours   **Intermediate**

- Inserting pictures
- Moving, sizing, croping and compressing pictures
- Using Design Ideas
- Inserting shapes
- Working with shapes: size, move, group, align, stacking order
- Icons (Office 365 only)

P5: Running the Show

Duration: 1¼ hours   **Intermediate**

- Working with slide transitions
- Animations and the animation pane
- Animating bullet points
- Animating charts
- Slide show shortcuts
- Presenter view
- Saving a presentation as a show

P6: Slide Masters & Design Themes

Duration: 1¼ hours   **Intermediate**

- Changing all slides by changing the master
- Resetting slides to follow the master
- Changing backgrounds, colours, fonts and effects
- Saving a new theme

P7: Managing a Presentation

Duration: 1¼ hours   **Intermediate**

- Deleting, rearranging and duplicating slides
- Reusing slides from other presentations
- Managing large shows using Sections
- Managing large shows suing Custom Shows

P8: Inserting Videos and Sound

Duration: 1¼ hours   **Intermediate**

- Inserting videos, linking & embedding
- Running a video in a presentation
- Triming a video
- Adding and working with audio clips
- Narrating a show

P9: Creating Slide Layouts & Masters

Duration: 1¼ hours   **Advanced**

- Creating a new slide master
- Adding slide layouts to a slide master
- Working with colours, fonts and effects
- Saving a theme
- Saving slides, masters and theme as a template
- Using a template