# Microsoft **PowerPoint**
## Level 1

**GBC** *learning*

● london ● guildford ● cambridge

**DURATION**: One day Tutor-led groups at your premises

**SUITABLE FOR:** This course is for anyone who wants to learn how to create and modify a Microsoft PowerPoint presentation.

## Aims & Objectives

- You will learn how to create a presentation and add new slides to it. How to format text, insert and edit graphical objects, create and format a table and chart.

## Pre-Requisites

- To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer and manage files and folders.

## About this Course

**Introduction & Workshop Objectives**

**Lesson One – Getting Started with PowerPoint**
- Identify the Elements of the PowerPoint Interface
- Navigate and View a Presentation
- Save a Presentation

**Lesson Two – Creating a Basic Presentation**
- Enter, Edit and Arrange Text
- Format Text Boxes and Placeholders
- Add Slides to a Presentation and Change the Layout
- Arrange Slides
- Work with Themes

**Lesson Three – Formatting Text on Slides**
- Apply Character Formats
- Apply Paragraph Formats

**Lesson Four – Adding Objects to a Presentation**
- Insert Images
- Insert and Format Shapes

**Lesson Five – Modifying Objects in a Presentation**
- Edit, Format, Group and Arrange Objects on a Slide
- Apply an Animation Effect to an Object

**Lesson Six – Working with Tables**
- Insert and Format a Table
- Import a Table from another Microsoft Office Application

**Lesson Seven – Working with Charts**
- Insert and Format a Chart
- Import a Chart from another Microsoft Office Application

**Lesson Eight – Preparing To Deliver a Presentation**
- Divide a Presentation into Sections
- Apply Transitions
- Add Speaker Notes
- Print and Deliver a Presentation

Microsoft **Office** Skills

For more information or to book please call **020 7256 6668** or email **enquiries@gbclearning.co.uk**