



Microsoft PowerPoint Training

This learning module can be delivered as outlined or can be tailored to meet your specific requirements.

PowerPoint: Communicate the Message

Description

Microsoft PowerPoint is a program you can use to produce professional slideshow presentations that can incorporate text, shapes, graphics, media, tables and charts. In this workshop you will learn how to create slideshows using these tools as well as other features to enhance your presentations and provide printed material.

Learning Outcomes

By the end of this workshop, you will be able to:

- create a PowerPoint presentation
- use formatting and design techniques to enhance a presentation
- add graphics and media, diagrams, tables and charts to a presentation
- add transitions to slides
- import Word data into a presentation
- format and print handouts and notes pages
- prepare, secure and package your presentation.