

Digital Skills

Microsoft PowerPoint – Beginners

Course Details

Price

£235.00

CPD Points

4.00

Length

Half day (09:00-13:00)

Course Overview

The PowerPoint introductory level course will give delegates a good working knowledge of the PowerPoint basics. On completion, delegates will be far more confident in their ability to pull presentation pages together, whether previously created or new content slides, whilst understanding how to keep the style and colouring consistent.

Content

Getting Started with PowerPoint

- Exploring the screen layout
- Help options
- Tab and groups
- Customising quick access toolbar

- Closing and opening presentations

Building New Presentations

- Creating new presentations
- Saving presentations
- Working in the outline mode
- Using slide sorter
- Rearranging and deleting slides
- Using slides from other presentations

Formatting and Proofing

- Moving and copying text
- Formatting text: effects; fonts and spacing
- Setting tabs and alignment
- Using the spelling checker and AutoCorrect
- Using templates and themes

Working with Text in Objects

- Drawing objects
- Using AutoShapes
- Enhancing objects
- Using drawing tools

Using Tables and Charts

- Working with tables
- Creating and enhancing charts and graphs

Viewing and Printing Your Presentation

- Adding speaker notes and footers
- Running presentations
- Different ways of printing presentations

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Susan Watson

Susan Watson is a senior consultant and director with over 15 years' experience delivering business and technology solutions across finance and professional services. She specialises in making complex tools like Excel practical and accessible, with a focus on real-world application such as reporting, data analysis, and improving efficiency.