

## MS PowerPoint (complete) (code: PPT-202)

compliant with: Learn Microsoft PowerPoint 2010 Step by Step, Level 3 (compliant with MS 50540)

### Overview

This course provides a complete overview of features and functions of PowerPoint and practical know-how related to them. The students will gain full familiarity with MS PowerPoint - they will learn how to utilize all its features to their full extent and how to create professional presentations. Practical exercises accompany every topic covered during the course.

This is an extended course, designed for people with little to no PowerPoint expertise who want to explore during one course both the basics and the advanced material.

**Microsoft Certificate:** for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important:** authorization is available for on-demand training courses only.

### Duration

2 days

### Agenda

1. Introducing PowerPoint.
2. Creating a presentation.
  - Working with text.
  - Formatting slides.
  - Using colors, themes, templates.
  - Working with background, header, and footer
  - Adding data to slides: tables, charts.
  - Adding graphics to slides: pictures, ClipArts, WordArts, equations.
  - Adding notes.
3. Creating diagrams.
  - Using shapes and drawing.
  - Using SmartArts.
4. Using previous presentation - copying slides, graphics, themes.
5. Creating custom templates.
6. Using animations and transitions.
  - Understanding animation types.
  - Adding special effects.
  - Combining effects.
  - Animating charts and SmartArts.
7. Inserting Office documents into slides (Word, Excel).
8. Inserting multimedia files (Video, Audio).
9. Preparing custom slide shows.
10. Preparing a slide show for a presentation without a live speaker.
  - Recording timing.
  - Recording narration.

### Ask for details

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- Adding action buttons.
- 11. Using the Presenter View (slide show with Speaker View on second monitor)
- 12. Working with charts
  - Understanding chart types.
  - Formatting charts.
  - Troubleshooting.
- 13. Good practices.
  - Preparation.
  - Timing.
  - Content.
- 14. Printing. Preparing a presentation for printing.
- 15. Exporting.

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For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

## Target audience and prerequisites

This two-day course is intended for novice information workers who want to acquire advanced PowerPoint skills.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.

No previous experience with PowerPoint is required.

## Certificates

Course participants receive completion certificates signed by ALX.

## Locations

- Online (English) – your home, office or wherever you want
- Warsaw (English) – Jasna 14/16A
- any other location (London, UK, EU) on request

## Price

280 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.