

SPECIFICATION:

MS PowerPoint Presentation

Number of delegates: 5

Method of delivery: online

Content:

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Create and Save a PowerPoint Presentation
- Use PowerPoint Help
- Developing a PowerPoint Presentation
- Select a Presentation Type
- Edit Text
- Build a Presentation
- Performing Advanced Text Editing Operations
- Format Characters
- Format Paragraphs
- Format Text Boxes
- Adding Graphical Elements to Your Presentation
- Insert Images
- Insert Shapes
- Modifying Objects in Your Presentation
- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects
- Adding Tables to Your Presentation
- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications
- Adding Charts to Your Presentation
- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel
- Preparing to Deliver Your Presentation
- Review Your Presentation
- Apply Transitions
- Deliver Your Presentation