

# Microsoft PowerPoint Introduction



## Course Details

**Course Name** Introduction to Microsoft PowerPoint

**Duration** 0.5 Day

**Course Code** AFBMPPI

**Assumed Knowledge** None

## Course Aims

This course is designed to help you learn how to use Microsoft PowerPoint, a powerful and widely used presentation software, for personal or professional purposes. You will learn how to create and edit slides, insert and modify various elements, apply transitions and animations, deliver your presentations confidently, explore the new features and improvements, and use some useful hints, tips, and best practices. No prior knowledge or experience of PowerPoint is required.

## What You Will Learn

This course will teach you how to use PowerPoint for various purposes. You will learn how to create and edit slides, insert and modify different elements, apply transitions and animations, and deliver your presentations effectively. You will also learn about the new features, tips, and shortcuts of PowerPoint. By the end of this course, you will be able to design and present your slides with confidence and professionalism.

## Skills

- How to use PowerPoint's interface and basic features
- How to design and edit slides with various elements and formats
- How to apply transitions and animations to enhance your presentations

## Target Audience

The target audience for an introduction to Microsoft PowerPoint training course is anyone who wants to learn the basic and essential skills of creating and presenting with PowerPoint, regardless of their age, background, or prior experience.

## Course Content

### Module 1 – Getting to know

#### PowerPoint

Topic A Introduction to PowerPoint

Topic B The Interface

### Module 2 – Exploring

#### PowerPoint

Topic A Slide Creating & Editing

Topic B Presentation Delivery

### Module 3 – Making the most of

#### PowerPoint

Topic A New Features

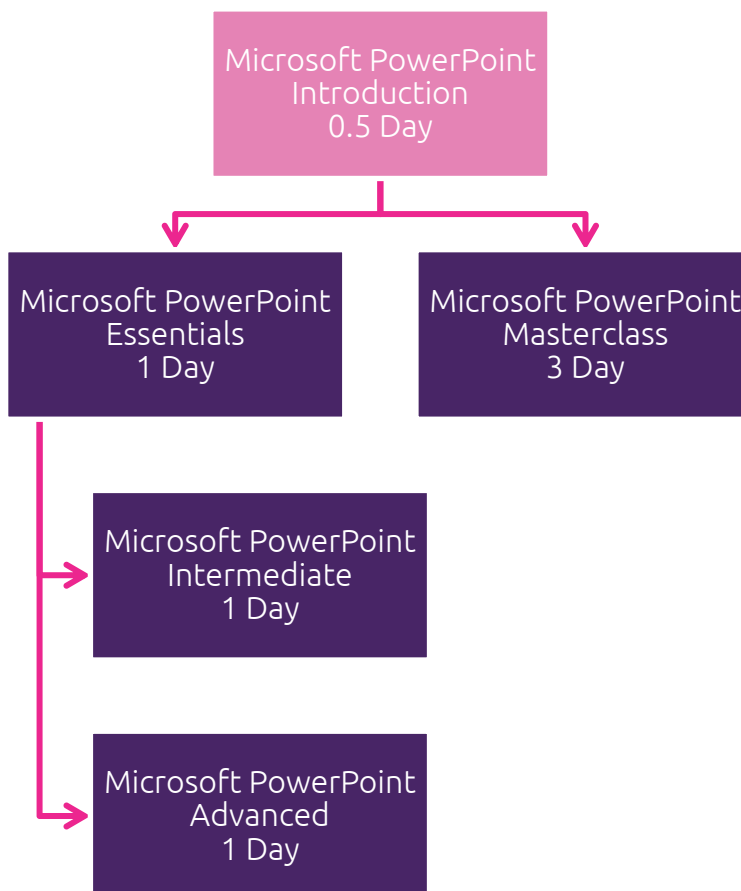
Topic B Hints, Tips & Best Practices

Topic C Keyboard Shortcuts

## Course Progression

At Appetite, we offer a range of courses that will help you learn how to create and deliver effective presentations using Microsoft PowerPoint. You can choose the course that suits your needs and level of proficiency, from an introduction to Microsoft PowerPoint to essentials to intermediate to advanced. In each course, you will learn how to use various features and tools of PowerPoint, such as slides, text, images, shapes, charts, tables, diagrams, audio, video, transitions, animations, hyperlinks, action buttons, triggers, macros, templates, custom shows, comments, annotations, and more. You will also learn how to customize, review, rehearse, record, collaborate, share, protect, secure, export, and publish your presentations.

By completing our courses, you will be able to create simple, engaging, dynamic, and professional presentations using PowerPoint. We look forward to seeing you in our courses and helping you master PowerPoint skills.



## About Appetite

### Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

### Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	  <b>Certified</b>  <b>Corporation</b>  