MS PowerPoint (basic) (code: PPT-101)

compliant with: Learn Microsoft PowerPoint 2010 Step by Step, Level 1 (compliant with MS 50538)

Overview

The course provides knowledge and skills necessary to use MS PowerPoint to create professional-looking presentations. Practical exercises accompany every topic covered during the course.

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

1 day

Agenda

1. Introduction to PowerPoint.
2. Creating presentations.
   — Working with text.
   — Formatting slides.
   — Using colors, themes, templates.
   — Working with backgrounds, headers and footers
   — Adding data to slides: tables, charts.
   — Adding graphics to slide: pictures, ClipArts, WordArts, equations.
   — Adding notes.
3. Creating diagrams.
   — Using shapes and drawing.
   — Using SmartArt.
4. Using animations and transitions.
   — Understanding animation types.
   — Adding special effects.
   — Combining effects.
   — Animating charts and SmartArts
5. Using the Presenter View (slide show with Speaker View on second monitor)
6. Printing. Preparing a presentation for printing.

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 course is intended for professionals and office workers who want to learn basic 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.

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

160 EUR

The price includes:

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