

Microsoft POWERPOINT Intermediate Course (PR-02)

Course Overview

The **Intermediate POWERPOINT** course is one of a number of one-day courses we offer to those wishing to learn how to use Microsoft Office applications efficiently (including quick techniques and short cuts) and effectively to produce professional-looking documents and presentations.

On this course, you will learn how to create more sophisticated presentations with additional visual elements and effects, including animations, hypertext (to other pages and to external websites), audio and video.

Who would benefit from this course?

The intermediate course is aimed at those who have some experience of using Microsoft POWERPOINT, or have attending our Microsoft POWERPOINT course for beginners, and can create and edit simple presentation slides which include text and graphics. It may be useful to those who have to produce presentations in the workplace or education.

Accreditation

Learner Completion Certificate

St. Antony's Centre



Course Objectives

At the end of the course, you will know or know how to ...

- ✓ create more complex, purposeful and eye-catching presentations
- ✓ insert a range of visual elements, including SMARTART
- ✓ import data or a chart from a spreadsheet
- ✓ insert video into slides
- ✓ insert audio into slides
- ✓ create timings for transition between one slide and the next for effect
- ✓ create timings for effect, including to sound
- ✓ create hyperlinks between slides of a presentation to create links, e.g. to create a menu and return options between slides to create a user-controlled or option-drive presentation
- ✓ create hyperlinks to other sources, including pages of external websites
- ✓ order, group and position objects
- ✓ hints and tips for achieving consistency, design and alignment of common elements across a number of slides

Location

We offer this course at our centre in Trafford Park which is reachable by car (free parking), bus and Manchester Metrolink tram. We can also offer this course for a number of participants in a company or organisation setting.

Group Size

We run this course with a maximum of six delegates.

Timings

This course usually starts at 9.30am and finishes at 3.30pm with a 30-minute break for lunch.

Cost

The charge for this course is **£99** per person. We offer discounts for two or more delegates or a full group attending from the same organisation. Please contact the Centre for more information.

To book this course ...

- ✓ complete the online training booking form www.stantonyscentre.org.uk/coursebooking
- ✓ email training@stantonyscentre.org.uk
- ✓ telephone 0161 848 9173 and ask for the Training Department



St Antony's Centre offers accredited and unaccredited training in functional skills and Information Technology

The St Antony's Centre is a registered charity with a 40+ year history of supporting learners in the workplace and in their local communities.
Charity Number 1164837

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