

## Making the Most of PowerPoint

### Seminar Overview

This half day hands-off seminar is designed to enable you to make the most of PowerPoint but take up less of your time. It is an effective alternative to traditional class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity.

The seminar includes time saving tips, tricks and shortcuts as well as many powerful features you may not even know were there. It is essential for anyone who wants to get the best out of PowerPoint.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016 as well as Office 365.

### Seminar Prerequisites

The seminar is ideally suited to delegates who already have a working knowledge of PowerPoint.

### Seminar Content

#### How does PowerPoint work?

What are Slides, Layouts, Masters, Templates and Themes and how do they fit together? Why is Page Setup so important?

#### Understanding the PowerPoint Screen

How to use the different panes: Slide pane, Slides/Outline pane, Notes pane and Task pane. Make use of the toolbars and View icons.

#### Creating Effective Presentations

Make your presentations more engaging with our key design tips. Do you know which types of slides are most effective?

#### Working with Text

Pick up pointers for creating title slides and bulleted lists. Learn how to format bullets and bullet points. What is the text box tool and when should you use it? Convert your bulleted lists to SmartArt for greater impact!

#### Working with Objects

Understand how layers work in PowerPoint and see how to size, format and copy objects. Use the rulers and the grid to help position objects. Learn how to align and distribute objects properly and how to group and ungroup objects.

#### Creating Visual Impact

Add impact to your presentations with tables, charts, diagrams, photographs, movies and sound. Find out how to use and link tables and charts to Excel data.

#### Printing a Presentation

Learn how to print slides, handouts, speaker's notes and outlines. Use headers & footers to add dates and page numbers to your handouts.

#### Running a Slide Show

Bring your presentations to life with transitions and animations. Find out how to control the slide show with the presentation tools. Create Custom Shows for different audiences.