

Microsoft PowerPoint

- What is PowerPoint?
- Starting and Exiting PowerPoint
- The PowerPoint Screen
- Choosing PowerPoint Commands
- Moving About in the Presentation
- The AutoContent Wizard
- Using the View Button
- Changing Text in a Presentation
- Changing the Design
- Saving a Presentation
- PowerPoint Tools

- Running a Slide Show
 - Formatting
 - Presentation Design
 - Choosing and Using Fonts
- Using the Miniature Slide
- White Space Concepts

- Effective Use of Colour
- Creating a Call Out
- Proofing and Checking
- Checking the Style of the Presentation
- Inserting a Word Table
- Entering Data into the Table
- Changing the Language
- Displaying Borders
- Using Table AutoFormat
- Creating Formulas in Word
- Creating an Excel Table

- Adding Data

Certificates will only be issued on successful completion of Assessment