

Microsoft® PowerPoint Online Training Sessions

These sessions are brought direct to your PC or laptop using GoToTraining. They are live Tutor Led sessions, where you can ask questions and practice, using the exercises provided, whilst the tutor is there to help. All you need is a broadband connection and ideally a headset.

These are all individual sessions and you can register for any one or all of them. If you want to register for more than one session, we recommend that you take them in their numbered order.

P1: Bullets, Numbering & Indents

Duration: 1 hour

Introductory level

- Creating bulleted lists
- Graphical Bullets
- AutoNumbered Bullets
- Indenting and Tabs
- Paragraph Spacing
- Selecting & Formatting Text
- Converting to Smart Art
- Formatting SmartArt

P2: Charts & Drawing Objects

Duration: 1 hour

Introductory level

- Creating & Editing Charts
- Colours, Gridlines, Legends & Titles
- Working with Drawing Objects.
- Grouping, Ungrouping, Moving, Copying, Deleting, Aligning
- Creating Diagrams.
- Organisation Charts

P3: Themes, Masters & Templates

Duration: 2 hours

Intermediate level

- Applying a Theme
- Creating a Theme
- Saving a Theme
- Creating a Custom Layout
- Changing the Master Slides
 - Fonts & Bullets
 - Placeholders
 - Graphics & Text
 - Watermarks
- Saving as a Template

P4: Managing your Presentation

Duration: 1 hour

Advanced level

- Hiding Slides
- Expanding Slides
- Adding Comments
- Summary Slides
- Creating an Agenda Slide
- Using Hyperlinks
- Action Buttons using Hyperlinks
- Custom Shows (similar presentations for different Audiences)

P5: Animation & Transitions

Duration: 1 hour

Intermediate Level

- Transitions & Timings
- Custom Animations
- Animating Charts & Drawings
- Animating Diagrams
- Animating Graphics/SmartArt
- Adding sound to your presentation

P6: Delivering Presentations

Duration: 1 hour

Advanced level

- Shortcuts to use during the Slide Show
- Annotating Slides
- Rehearse the Slide Show
- Add an audio clip
- Audio Tools Tab
- Hide the audio clip icon
- Using narration in a slide show
- Record a narration before or during a slide show
- Record comments on a slide
- Set the slide timings manually
- Turn the slide timings off