

**Duration:** 5 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**The way a business communicates with customers, employees and other organisations can have a huge influence on its success and productivity.**

The famous psychologist Albert Mehrabian demonstrated that the way people take in information during a presentation is 55% visually, 38% vocally and only 7% through text. Put simply, a strong visual presentation will make your audience remember you – and your message.

This course will help users enhance their presentation skills. **PowerPoint XP** is a presentation package that allows users to create, modify, print and deliver engaging presentations at meetings, conferences and over the internet.

This course shows employees how to use PowerPoint to prepare effective presentations so that they can get their message across clearly – saving time and improving business performance.

## Who is the course for?

**PowerPoint XP** is ideal for business owners, team leaders, managers or anyone who needs to prepare and deliver presentations.

The easy-to-follow, step-by-step format is perfect for people who are completely new to PowerPoint, while the high level of detail will suit those who have a basic understanding but want to learn more about the different features and functions.

There are no formal entry requirements, but familiarity with Windows-based packages is expected.

To get the most from this course access to Microsoft PowerPoint is advised. For a different version of PowerPoint, we also offer courses in **PowerPoint 2000** and **PowerPoint 2003**.

To learn how to prepare presentations, why not consider **ECDL 6 – Presentations**, which can be used to work towards the ECDL qualification.

## What will you get from this course?

When you have completed this course, you will be able to:

- create, modify and print business presentations
- use templates to build your presentations
- enhance your presentations with charts, tables and drawing tools
- run simple, customised or animated slide shows.

## Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course will show you how PowerPoint's features and functions work, which you can then practice for yourself. You are in control at all times, so you can work through the course at your own pace and focus on the modules you are most interested in, or least familiar with. As you work through the course, you can print specific sections out to refer back to later if you wish.

When you've finished the course, you can complete an online assessment to put your new skills to the test. The results of this test can be printed out, as a record of how well you've done. Alternatively, you can use the test as a diagnostic tool before you start the course and study only the topics or modules you need to.

## Course modules

### 1. PowerPoint Basics

- Introducing PowerPoint
- Screen Components
- View Buttons

### 2. Slide Design

- Opening, Saving and Closing
- Creating Presentations
- Editing Presentations

### 3. Templates and Drawing Tools

- Slide View
- Outline View
- Arranging Slides
- Slide Layout

### 4. Presentation Masters

- Templates
- Drawing Tools

### 5. Charts and Tables

- Title Master, Headers and Footers
- Slide Master
- Speaker Notes and Handouts

### 6. Slide Shows and Printing

- Creating Charts
- Enhancing Charts
- Tables

Other courses you might be interested in

Microsoft Word XP  
Microsoft Excel XP

Microsoft Access XP  
Microsoft Project XP

**Course code:** 103083BT004

Ufi Ltd October 2007. All rights reserved. **learndirect** is a registered trademark of Ufi Ltd. All information correct at time of going to press.

**Our  
future.  
It's in  
our hands.**

