MS PowerPoint 2013 (E-Learning Course)

R 995 Ex VAT	Course time: 348min	License valid for 14 days

About the Course

MS PowerPoint is an extremely powerful package, but most people just scratch the surface of what it can do. It is actually remarkably easy to produce a powerful, effective support to your presentation that is alive with colour and images.

This course will demonstrate step-by-step how to create Microsoft PowerPoint presentations from start to finish including the setting up of charts, slides, graphs and even incorporating advanced digital effects such as sound, embedded video, shuffling and animation.

Learn how to take basic information and using some simple rules and guidelines, turn this into an eye-catching, dynamic PowerPoint slideshow that will add value to the presenter – whether it is yourself or your manager.

Who Should Attend

This course is for anyone who wants to use Microsoft PowerPoint to produce and enhance presentations.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using PowerPoint	This instructional course will walk you through the basics. By the end, you will be able to create stunning presentations that look like they were designed by a professional. At the conclusion of this course you should have: Learned how to create stunning presentations.	20 Minutes
PowerPoint 2013 Basic	You're here either because you want to learn how to use PowerPoint, or you're being made to. Other options are you're just curious, or completely lost. Whatever the case, this course can help you out with the basics of this software. PowerPoint is a fantastic tool for putting together presentations, and presentations can be a really useful tool for work. However, if you've never used PowerPoint before, it can be tricky to get your head around. This course will give you the key information you need to get started using PowerPoint 2013, and get you on your way to becoming a presentation hero!	77 Minutes
PowerPoint 2013 Intermediate	PowerPoint's something that's easy to get into, but hard to master. Which makes it really popular. But at the same time, if you could be better at it, what's the harm? The basics of PowerPoint are pretty simple to get your head around. But if you want to take your presentations to the next level, you'll want to dig a little deeper. That's where this course will help. It'll teach you the key skills you'll need to improve your PowerPoint 2013, and by extension, your presentations. It'll also come in handy if you know about PowerPoint, but haven't used the 2013 version before.	163 Minutes
PowerPoint 2013 Advanced	You've used PowerPoint a lot, and you're pretty handy. But when you look wistfully out the window on the chill, long evenings, you sometimes wonder, "Could there be more to PowerPoint 2013?" Find out in this course. If you really want your presentations to pop, you can't rely on the standard old wordart and flash animations. You need to be a PowerPoint expert in order to stand out from the crowd. This course will give you the tools you need to do exactly that. Building on your existing PowerPoint 2013 skills, it'll help unlock the more specialist features of the software, which you can use to help you in your job!	88 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.