

MS PowerPoint 2016 (E-Learning Course)



R 995 Ex VAT



Course time: 235min +



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 2016 Essential Formatting	Transforming your PowerPoint presentation has never been easier with the help of this three minute video. Providing you with fundamental knowledge on formatting within PowerPoint 2016, this short course ensures you've got the basics of this complicated application nailed. In this short module you'll learn: An overview of the font and paragraph formatting options and how to use and apply them in PowerPoint 2016.	
PowerPoint 2016 Basic	What is a 'PowerPoint'? Wow. What can we say? It's so universally recognised and spoken that it's become a word in its own right to mean a digital presentation. Like a tannoy – a brand name – became the standard word for loudspeaker system. That's when you know your products are working, right? Anyway – this introductory training will guide you through the basics of creating a PowerPoint. We'll get you to grips with all the initial bits you need to know. You'll be making great, glossy presentations in no time.	65 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.

Modules That Form Part of the Course (Continued)

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
PowerPoint 2016 Intermediate	Right. PowerPoint 2016. Let's expand. You've got the basics down. You can piece together a straightforward presentation. But there's still things to learn. So, strap in, we're taking you for a spin! You already know that PowerPoint is a wonderful way to create presentations. But we bet you don't yet know all of the tools to create beautiful, slick presentations. This training will change that. If you now want your presentations to be professional and engaging, we'd love to show you how.	90 Minutes
PowerPoint 2016 Advanced	You're about to be respected, nay revered, for your presentations. The question is – are you ready? Your presentations will not only have your peers and colleagues engaged, it'll darn well inspire them. Picture this: you're walking down the hallway. "Hey! There's the person with the amazing PowerPoints!" someone shouts. "How do they manage to make them so slick?" you hear another cry. Wow. You've built up quite a reputation. And it all started with this advanced course. This training is not an intro. It's a journey to the advanced corners of PowerPoint 2016, and we're going to delve right in. So prepare yourself - you're about to become a legend.	60 Minutes

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