



See more at www.zandax.com/courses/powerpoint-introduction

Course information from ZandaX

Microsoft PowerPoint 2013/2016 Introduction

A premier Microsoft Powerpoint training course from ZandaX

Course duration: 2 hours 15 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Getting Started with Powerpoint
 - ★ Begin planning your presentations using basic PowerPoint features
- ✓ Understanding & Customizing the PowerPoint Interface
 - ★ Identify and locate tools and commands on the ribbon
- ✓ Creating and Formatting Presentations
 - ★ Use formatting tools to edit objects within your presentation
- ✓ Adding Shapes and Art to Your Presentation
 - ★ Draw shapes and text boxes to create graphical elements within your Presentation
- ✓ Viewing and Printing Your Presentation
 - ★ Use different views and layouts to display the presentation and set up to print
- ✓ Adding the Finishing Touches
 - ★ Add the finishing touches with animation, transition and proofing tools

What does our PowerPoint 2013/2016 Introduction course cover?

Start Delivering Powerful Presentations With PowerPoint

This great course is aimed at people who need to deliver presentations, and with little or no experience of using PowerPoint, want to learn the package as quickly as possible.

The course is also great if you have used PowerPoint before, but haven't had any formal training. You will benefit from learning the different ways to do things, and best practice when doing them.

Think about how much simpler, and less stressful, your next presentation will be when you knew exactly how to make your presentation as professional and appealing as possible.

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?

Course requirements

You should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with PowerPoint is required.

Who's this course for?

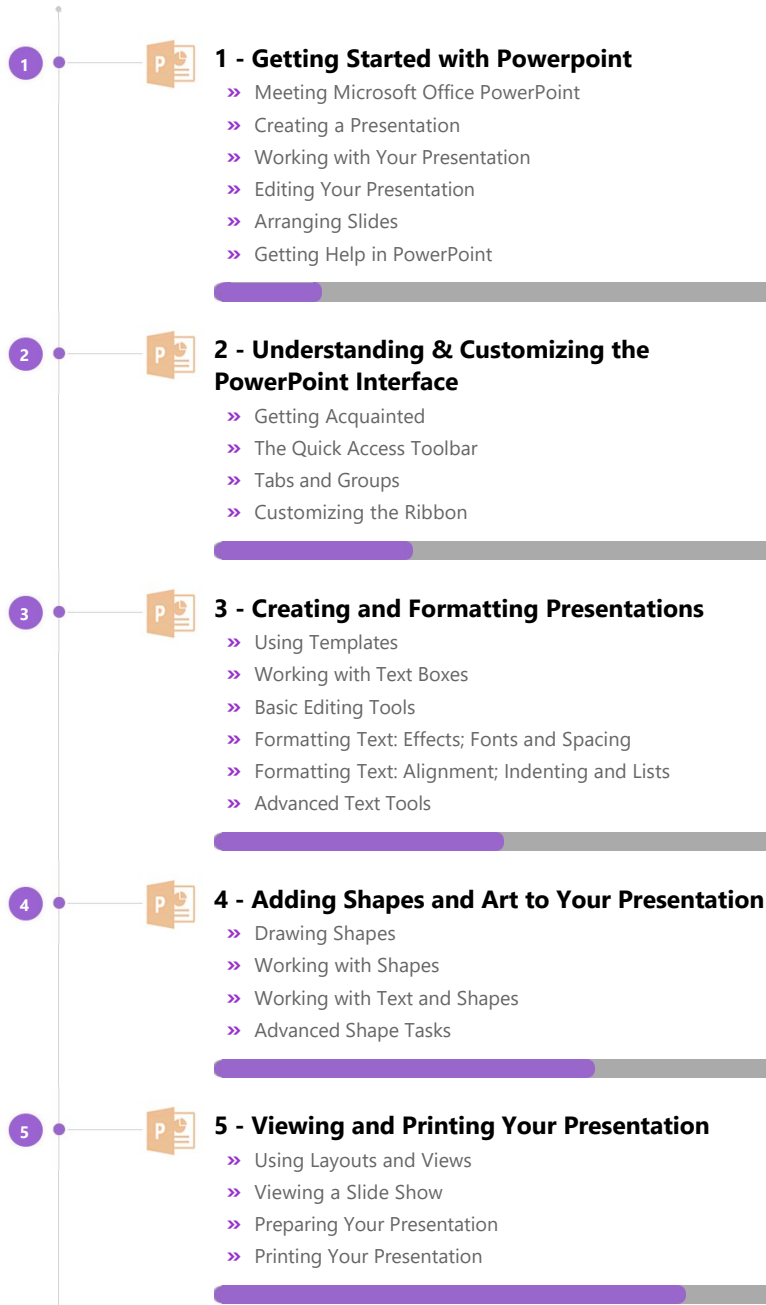
The course is intended for new users of Microsoft PowerPoint who want to become productive in the shortest possible time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft PowerPoint 2013/2016 Introduction





6 - Adding the Finishing Touches

- » Research Tools
- » Using Themes and Backgrounds
- » Creating Slide Transitions
- » Creating Basic Animations
- » Creating Advanced Animations

And There's a Great Workbook...

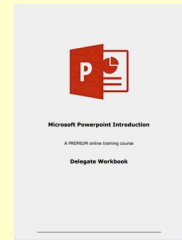
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft PowerPoint 2013/2016 Introduction course

A Fantastic Grounding in PowerPoint Skills

Whether you've never touched PowerPoint before, or you've used it for a while but want to make sure that you're using it properly, this is the course for you!

We show you how to get started, how the interface works, and all you need to know about creating and formatting a presentation.

We then build on that by showing you how to add shapes, art and transitions to really liven up your presentations.

By the end of this course, you will have a solid grounding in how to use PowerPoint to deliver presentations that give you the full credit you deserve.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/powerpoint-introduction to view the latest details, including related courses, prices and quantity discounts.

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