



PowerPoint Training

From beginners, to advanced users, this training is perfect for all ability levels.

Microsoft PowerPoint is one of the most popular methods to deliver presentations. If you want to learn how to use PowerPoint to create effective, professional presentations, this training is definitely for you!

14 Robinson Road, #13-00, Far East Finance Building, S048545
+65 - 3158 6532 | jeff@webbiz.com.sg

A woman with brown hair tied back, wearing a dark blue top, is pointing her right hand towards a screen. The screen displays a grid of light-colored boxes, some containing letters like 'A', 'B', and 'D'. She is holding a small black device in her left hand. The background is a plain, light-colored wall.

About this Training

In this training you will learn introductory through advanced concepts – from creating simple yet elegant presentations to adding animation and video.

This is an introduction to PowerPoint.

PowerPoint is a complete presentation graphics package that allows users to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools – all designed to be easy to use and learn. Each section has been broken down into one hour (60 minute) increments (listed on the back).

Whether you're pitching an idea to investors, introducing a new product to your clients, or simply reviewing your company's quarterly results, a great PowerPoint presentation will leave your audience inspired.

Is this Training for You?

PowerPoint offers a compelling narrative to engage your listeners, keep them focused, with the use of visual imagery to convey your message.

Whether you are completely new to PowerPoint or upgrading from an older version, this training will empower you with the knowledge and skills necessary to be a proficient user. We have incorporated years of classroom training experience and teaching techniques to develop an easy-to-use course that you can customize to meet your personal learning needs.

After this training you will be able to:

- » Identify the basic terms associated with Microsoft PowerPoint
- » Open, save, print, share, send, export, convert, and protect files
- » Understand the ribbon (toolbar), add slides, apply a layout, change fonts, align text, and apply Quick Styles
- » Insert tables, pictures, shapes, SmartArt, WordArt, charts, comments, headers, and footers
- » Start a slide show, set up a slide show, and specify monitors for use with the presenter view
- » Work with presentation and change views
- » Troubleshoot minor issues and problems

Become empowered with advanced skills!



In this PowerPoint Training you will:

3.1 Identify the basic terms associated with PowerPoint

- » You will be asked what you know about PowerPoint and what you would like to learn.

3.2 Open, save, print, share, send, export, convert, and protect files

- » You will create your own file and then learn how to save, print, share, send, export, convert, and protect that file.

3.3 Understand the ribbon (toolbar), add slides, apply a layout, change fonts, align text, and apply Quick Styles

- » You will go over the ribbon and begin designing your own presentation slides.

3.4 Insert tables, pictures, shapes, SmartArt, WordArt, charts, comments, headers, and footers

- » Using your presentation slides you will learn how to insert tables, graphics, charts, comments, headers, and footers efficiently.

3.5 Start a slide show, set up a slide show, specify monitors for use with a presenter view

- » You will learn how to apply transitions and animations.

3.6 Work with presentation and change views

- » You will be given time to go back and explore the icons that you have not had a chance to try out yet. This includes adding audio and video.

3.7 Troubleshoot minor issues and problems

- » You will learn where to find help if you get stuck with a question about PowerPoint

Assessment

- » There will be one final project given at the very end. You be given 90 minutes to create a small presentation for this final project.

How you can register:

Contact us at **+65 - 3158 6532** or email jeff@webbiz.com.sg to sign up.



Webbiz Design Pte Ltd
Company No: 201405528E
14 Robinson Road, #13-00, Far East Finance Building, S048545
+65 - 3158 6532 | jeff@webbiz.com.sg