

Microsoft PowerPoint **BEGINNERS COURSE**



Your learning needs are at
the heart of what we do.



By FourSquare Training

Beginners Microsoft PowerPoint Topics

This Beginners Microsoft PowerPoint course can be combined with the [Advanced PowerPoint Course](#) for a two-day step-by-step training programme.

We specialise in delivering flexible training programmes and PPT course topics taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Introducing Microsoft PowerPoint**

1. What is Microsoft PowerPoint?
2. Broadcast, Publish or Present?
3. Microsoft PowerPoint Course Objectives

- **Module 2: Working with the PowerPoint Screen**

1. Menus, Sub-Menus and Tabs
2. Common Commands: Clipboard, Slides and Font
3. Slides Group Menu
4. Font Group Menu

- **Module 3: Working with PowerPoint Views**

1. Normal View
2. Slide Sorter View
3. Notes Page View

4. Slide Show and Presenter View
5. Reading View
6. Master Views

- **Module 4: Creating your first PowerPoint Presentation**

1. Working with Slides
2. Creating a Blank Presentation Template
3. The Notes Pane
4. Creating a Sample Template Presentation
5. Creating a Template Presentation from Outline View

- **Module 5: Add, Arrange and Delete PowerPoint Slides**

1. Title Slide and Layout
2. Add a New Slide
3. Working with Different Slide Layouts
4. Presentation Layout
5. Sub-Grouping Slides
6. Apply a New Layout to an Existing Slide
7. Duplicate a Slide
8. Rearrange Slide Order
9. Delete a Slide

- **Module 6: Enhancing PowerPoint Slides**

1. Understanding Slide Layouts
2. Using a Standard Layout
3. Title and Content Layout
4. Comparison Layout
5. Formatting the Background Layout
6. Resetting the Background Layout

- **Module 7: Working with the PowerPoint Slide Master**



1. Slide Master Overview
2. Create a Second Slide Master
3. Working with Slide Master Styles
4. Delete a Slide Master
5. Changing Default Slide Master Themes

- **Module 8: Insert and Manipulate Text and Graphics in PowerPoint**

1. Bullet Points
2. Indents and Outdents
3. Change Slide Layout Style
4. Working with Content Placeholders
5. Working with Images
6. Graphic Media Types
7. Moving and Resizing Images and ClipArt
8. Alt text and Intelligent Alt text

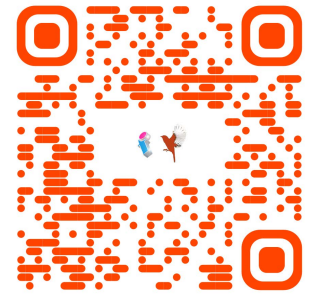
- **Module 9: Understanding PowerPoint Objects and Links**

1. Hyperlinks
2. Objects and Action Buttons
3. External (Web) Hyperlinks and Internal (Cross-Reference) Hyperlinks
4. Action Buttons and Action Settings
5. Using an Action Button to Launch other Applications (Word, Excel etc.)

- **Module 10: Using the PowerPoint Drawing Facility**

1. Drawing Shapes in PowerPoint
2. Drawing Lines
3. Drawing Multiple Lines

Scan the QR code for more course information:



4. Lock Drawing Mode
5. Drawing Curves and Circles
6. Edit Points
7. Adding Fill Colours
8. Removing Fill Colours
9. Drawing Rectangles and Squares
10. Re-sizing and Moving Shapes

- **Module 11: Creating an On-Screen Slideshow**

1. Slide Show View
2. Run a Slide Show
3. Start from Beginning or Current Slide
4. Navigation and Adding Annotations
5. Deleting/Erasing Annotations
6. Set Up Show Options
7. Presentation View, Kiosk View, Window View
8. Slide Transition Effects and Timings
9. Using Animation with Slide Content
10. Entrance, Exit and Emphasis Animation
11. Motion Path Animation

- **Module 12: Finishing your PowerPoint Presentation**

1. Rehearsing your Presentation with Presenter Coach
2. Saving your presentation as (ppt, gif, jpeg, pdf, odp)
3. Saving to Desktop and Onedrive
4. Sharing and embedding your Presentation





PowerPoint Course Feedback

“The trainer was very good and pleasant...Very clear in talking me through and very patient! Very very helpful.”

PowerPoint Specialist Design Virtual Classroom

“Very good. Was easily personalised by the instructor to suit our circumstances and business template.”

PowerPoint Intermediate/Advanced Course Solihull

“Great Training! Picked up quite a few useful things from it. Great for all levels.”

PowerPoint Beginners Course Abingdon

“I found the course useful and the instructor came across as very knowledgeable.”

PowerPoint Beginners Course Virtual Classroom

“We had some really great feedback from the last two training sessions, on the quality of the content as well as the delivery from the trainer.”

PowerPoint Beginners & Advanced Courses London

“I did the Powerpoint course yesterday which was very good and covered everything I need to know and more. Simon was an excellent trainer and I got a lot out of it.”

PowerPoint Beginners Course Virtual Classroom

“Just to say thank you thank you THANK YOU!! The trainer was fantastic, really keep the momentum going! We all learned a variety of things in the training session and I have seen various members of the team using some of the tips that we picked up during the training session.”

PowerPoint Intermediate Training London

“The trainer made it easy for me to keep up with the more knowledgeable members of the group.”

PowerPoint Intermediate Course Oldham

“Thank You. Very helpful.”

PowerPoint Beginners/Intermediate Training Course Northamptonshire

“I would like to let you know that I received some positive feedback from the Powerpoint training that was delivered a few weeks ago. A quote that I received below:

They unanimously thought the course was excellent and that the trainer was equally excellent”

PowerPoint Intermediate Course London

“There is more to PowerPoint than I thought before the course. I was surprised at how many features of PowerPoint we had not been using. This course will help with future presentations and with customers.”

PowerPoint Beginners Course Leeds

