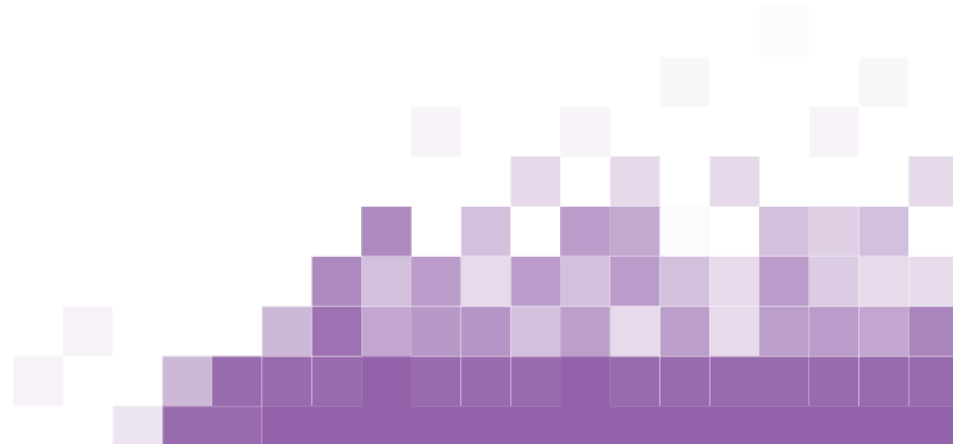
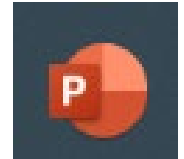




# Introduction to PowerPoint

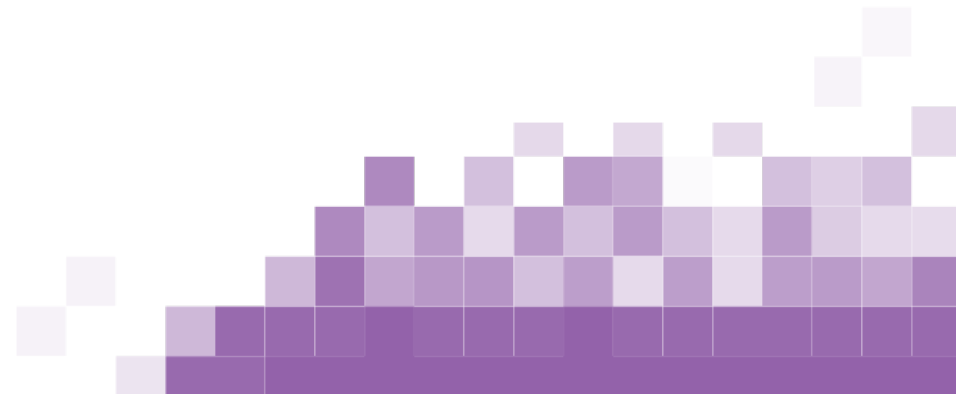


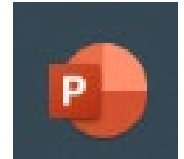


# Course overview

## Introduction to PowerPoint

- Entering and Editing Text
- Adding Slide and Slide Design
- Adding WordArt ClipArt Pictures and Images
- Enhancing presentations with special effects

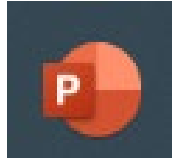




# Overview of Excel

- PowerPoint is the industry standard presentation application
- With hundreds of built in features to enhance your presentation





# Feedback Surveys



**Please spend a moment filling in (online) the feedback form, by going to:**

**End of course Learner survey**

<http://www.smartsurvey.co.uk/s/powerpointworkshop/>

**End of session Trainer survey**

<https://www.smartsurvey.co.uk/s/Trainerendofsessionfeedbackv2/>

