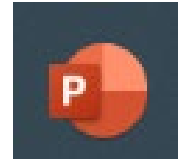




Introduction to PowerPoint

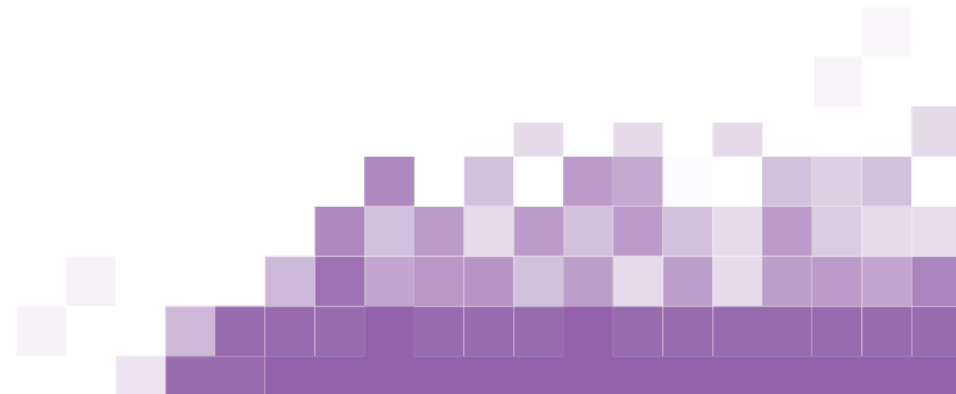


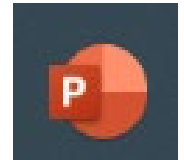


Course overview

Introduction to PowerPoint

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

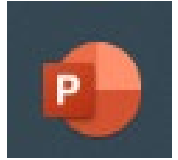




Overview of Excel

- 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/>

