

PowerPoint 2000

Course length: 4-5 hours*

Course Code: 103083BT016

This course gives you new skills to organise, illustrate and deliver your ideas in a professional business presentation.

Benefits for the Learner

Whether you're holding a meeting, presenting at a conference or communicating your messages over the Internet, PowerPoint 2000 provides the tools you need to make your point – powerfully.

This course gives you the skills you need to create presentations and modify them by adding text, bullet points and graphics. You'll be shown how to enhance a presentation using text formatting, colour schemes, charts, tables and sound or movie clips. And you'll be shown how to deliver a presentation as a slide show, in print format or even broadcast it on the web.

Benefits for the Business

The famous psychologist Albert Mehrabian showed that the way people take in information during a presentation is 55% visually, compared to 38% vocally and only 7% through text. Put simply, a strong visual presentation will make your audience remember you – and your message.

PowerPoint can help you to make maximum visual impact during a business presentation. The software is packed with templates, slide layouts and chart options to help you to get your message across, whilst the print and handout options mean your audience can take away the key points for later reference.

What You Get From This Course

Having completed this course, you will be able to:

- Open, save and close a presentation
- Create a new presentation and edit an existing one
- Understand different slide designs, views and layouts
- Use templates and drawing tools
- Insert and format charts and tables
- Deliver a slide show, print a presentation and broadcast it on the Web

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

*Courses are accessible for six months from the date of purchase.