

## **POWERPOINT**

### **The course**

Our "PowerPoint" training workshop is aimed at those people who are new to using Microsoft PowerPoint, or have some limited knowledge. This course, which is offered in association with Airedale Enterprise Services, is a practical training session giving you the opportunity to have a go at creating an effective Presentation.

### **Is it for you?**

The course is aimed at people who are already employed, or are looking for work, who will need to use Microsoft PowerPoint. Anyone who is going to be using PowerPoint for college/school/home is also welcome. Those attending must have some basic IT skills, eg be able to use a mouse and keyboard.

### **What to expect**

The workshop will aim to provide you with practical experience of creating and editing an effective, interesting and eye-catching Presentation.

#### Understanding the basics

- Applying a pre-set design to a new or existing presentation
- Utilizing the master slide
- Adding headers or footers
- Creating, and effectively spacing, bulleted or numbered lists of information
- Changing the appearance of text by using basic text formatting tools
- Adding new slides; slide layouts; changing the order of slides
- Printing options
- Preparing speaker's notes and audience handouts

#### Adding visual effects

- Inserting pictures from files or clip art
- Adding background pictures, or changing background colour
- Creating shapes and drawings; adding text and grouping objects
- Using WordArt text effects and SmartArt graphics
- Animations and slide transitions

#### Presenting information

- Creating tables of information with or without Excel functions
- Creating charts/graphs from direct data input
- Creating charts/graphs linked to existing Excel data
- Creating organization charts

## **The outcome**

After the session you will have the skills and confidence to prepare and present an effective and professional-looking PowerPoint presentation.

## **The next course**

This course is offered approximately once a month, 10 am - 3 pm in the Training Room at Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley, BD21 5LE. To find out about the next available date, please ring 01535 607775, or go to [www.airedaleenterprise.org.uk](http://www.airedaleenterprise.org.uk) and click on the link to "Training & Development".

## **Cost and enrolment details**

The course costs £70 + VAT and includes light lunch/tea & coffee and your own personal copy of the course handbook.

To book a place, you will need to contact Airedale Enterprise Services direct (details above).

If you have any queries about the course content, please email [moorsidetraining100@gmail.com](mailto:moorsidetraining100@gmail.com) and include a telephone number if you would like us to call you back to discuss.

## **Moorside Training**

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