Improving Productivity with PowerPoint

Course Length

3 hours

Course Objective

Participants will become more efficient in their daily use of Microsoft PowerPoint.

Target Student

This class is for PowerPoint users who are comfortable with the basics and want to learn shortcuts to be more efficient OR for people who haven't taken a training class recently (or ever) and want to learn new features.

Prerequisites

Participants should be comfortable with saving, opening, closing and basic editing.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

- Timesaving Shortcuts

  PowerPoint Template

  Modify the Quick Access Toolbar

  Headers & Footers

  Slide Master

- Add Visual Appeal

  Icons

  3D Models

  Custom Bullets

  Transition Effects

  Animations

  SmartArt

Also Includes

- Reference Material.
- Certificate of completion.