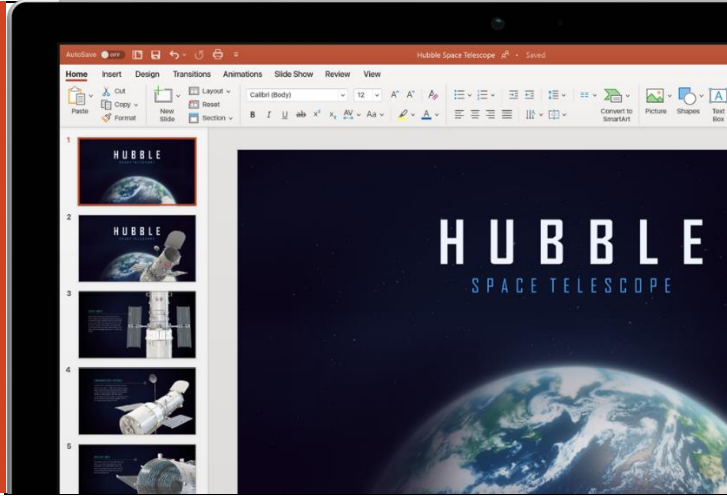


Microsoft PowerPoint: Essentials



Learn to create professional and engaging presentations with this beginner to advanced Microsoft PowerPoint Course.

- Confidently use Microsoft PowerPoint in the workplace
- Understand the essential skills employers expect
- Apply best practices to your work
- Achieve confidence and job satisfaction through practice

What you'll learn

- How to navigate around PowerPoint
- Presentation dos and don'ts
- Text and bullet edition options
- How to use graphics, images, objects, and shapes
- Using SmartArt
- Working with Charts and Graphs
- How to utilize Master Slides and just how much time this could save you
- How to add audio and video to a presentation
- All about transitions between slides
- Animation, the animation pane, and motion paths
- Setting your slideshow options
- Presentation preparation and delivery
- The backstage area of PowerPoint including printing a presentation

Who this course is for:

- Anyone new to Microsoft Office or upgrading from a previous version
- Anyone looking to improve their productivity by mastering MS PowerPoint