



TRAIN THE TRAINER: POWERPOINT MASTERCLASS

Duration: 3 Days
Course Code: ITM03
Course Price: £1485

Course Requirements:

PCS strongly recommend that the delegate needs to have attended both levels of the PowerPoint courses at Pringle PCS or at least have the high standard working knowledge.

Benefits From Attending The Training:

This course will give you all the Skills, Tools and Documentation to become an Advanced Microsoft PowerPoint Trainer.

Once undertaken this course you will have skills, knowledge and confidence to be able teach to the highest level, instead of paying an outgoing cost to sub-contractors trainers save your company money and increase performance within you team.

- Presentation Skills
- Problem Delegates
- Learning and training techniques
- Every Course has 2 days of training material with exercises and workshops
- Differences Between Versions: 97 | 2000 | 2003 | 2007 | 2010 | 2013 | 2016 | 365
- Trainer Support

Training Aids:

- PowerPoint Slides
- Exercise Files
- Delegate Manual
- Trainer Manual
- Quizzes
- Training Planner and Est times





Course Content:

Introduction

- Views (Screen Layout / Menu / Buttons / Toolbars)
- File Management (Creating / Saving / Opening / Closing)
- Slide Layout (Choosing / Changing / Customising / Background Choice)
- Working Text Boxes (Creating / Positioning / Size / Borders / Shadows / 3D)
- Text Formatting (Font / Colour / Size / Effects)
- Images & Clipart (Inserting / Removing / Searching / Inserting / Removing)
- Organisation Charts & Graphs (Creating / Amending)
- Drawing (Basic Tools / Principles)
- Slide Sorter (Re-ordering / Duplication / Removing / Hiding)
- Simple Transitions (Applying / Removing)
- Simple Custom Animations (Applying / Removing)
- Printing (Slides / Handouts / Notes Pages)

Advanced

- Slide Layout (Choosing / Changing / Customising / Background Choice / Text Effects)
- Working Text Boxes (Creating / Positioning / Size / Borders / Shadows / 3D)
- Masters & Templates (Background / Text / Images / Logos / Creating / Changing)
- Advanced Organisational Charts & Graphs (Creating / Animating / Linking Excel)
- Images (Searching / Utilising / Static / Animated)
- Movie Clips & Sound Clips (Inserting / Playback Timing / Soundtracks)
- Linking (Web Pages / Office Files / Email)
- Action Buttons (Creating / Editing / Removing)
- Advanced Transitions & Animation (Applying / Controlling / Emphasis / Exit / Motion Paths)
- Custom Shows & Workshop (Creating / Bending the rules / Buttons)

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

