



MICROSOFT POWERPOINT

Description:

Microsoft PowerPoint helps you create and deliver impactful presentations with visually engaging slides. From adding animations, tables, charts, and images to advanced design techniques, PowerPoint is ideal for boardrooms, classrooms, or visual marketing assets. Our PowerPoint training at Pringle PCS covers everything from basic slide creation to advanced features, empowering you to craft polished, professional presentations with confidence.



We have 2 standard levels of Microsoft PowerPoint:

INTRODUCTION

- This introductory PowerPoint course is perfect for beginners or those looking to refresh their skills. Starting with an overview of the program and screen navigation, you'll quickly progress to creating a simple presentation using various slide layouts. Learn to enhance your slides with animations, transitions, and Master Slides to streamline formatting and design. By the end of the course, you'll have the confidence to create polished, professional presentations for any occasion.

ADVANCED

- The advanced PowerPoint course equips learners to elevate their presentations with professional animations, custom charts, and dynamic effects. Participants will explore techniques for animated text, shapes, and images, as well as strategies to emphasize key messages by simplifying content. The course also covers advanced Q&A slides, allowing presenters to navigate seamlessly between slides for a polished and prepared impression. By the end, attendees will confidently create engaging slideshows with advanced features, including interactive links, sound, and video.

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***



INTRODUCTION

**Course Code: ITEP01 | Course Title: Creating & Amending Presentations | Duration: 1 Day
Delivery: Face To Face & Live Online**

Course Description:

This introductory PowerPoint course is perfect for beginners or those looking to refresh their skills. Starting with an overview of the program and screen navigation, you'll quickly progress to creating a simple presentation using various slide layouts. Learn to enhance your slides with animations, transitions, and Master Slides to streamline formatting and design. By the end of the course, you'll have the confidence to create polished, professional presentations for any occasion.



Who Should Attend Microsoft PowerPoint Training?

- Executives and Managers
- Teachers and Educators
- Marketing Professionals
- Business Analysts

Course Requirements:

No previous experience of Microsoft PowerPoint is required; however, the delegate should have knowledge in basic computer skills, i.e., how to use a mouse and keyboard.

Course Contents:

- **Views:** Learn to navigate the screen layout, menus, buttons, and toolbars with ease
- **File Management:** Master creating, saving, opening, and closing presentations efficiently
- **Layout:** Explore choosing, changing, and customizing slide layouts, including background selections
- **Text Boxes:** Create, position, resize, and add borders, shadows, or 3D effects to text boxes
- **Formatting:** Enhance your slides with font selection, colour customization, sizing, and text effects
- **Images:** Learn to insert, remove, and search for images and clipart to elevate your presentations
- **Charts & Graphs:** Gain skills in creating and amending organizational charts and graphs
- **Drawing Tools:** Understand the principles of using basic drawing tools effectively
- **Slide Sorter:** Reorder, duplicate, remove, or hide slides to streamline your presentation structure
- **Simple Transitions:** Apply and remove transitions for smooth slide changes
- **Simple Custom Animations:** Add or remove custom animations to bring your slides to life
- **Printing Options:** Prepare your presentation by printing slides, handouts, or notes pages

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ADVANCED

Course Code: ITEP02 | Course Title: PowerPoint Master | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

The advanced PowerPoint course equips learners to elevate their presentations with professional animations, custom charts, and dynamic effects. Participants will explore techniques for animated text, shapes, and images, as well as strategies to emphasize key messages by simplifying content. The course also covers advanced Q&A slides, allowing presenters to navigate seamlessly between slides for a polished and prepared impression. By the end, attendees will confidently create engaging slideshows with advanced features, including interactive links, sound, and video.



Who Should Attend Microsoft PowerPoint Training?

- Executives and Managers
- Teachers and Educators
- Marketing Professionals
- Business Analysts

Course Requirements:

The delegate needs to have attended the previous stage of the PowerPoint course at Pringle PCS or at least, have the equivalent working knowledge.

Course Contents:

- **Layout:** Choosing, changing, customizing and enhancing slides with backgrounds and text effects
- **Boxes:** Creating, positioning, resizing, and adding borders, shadows and 3D effects to text boxes
- **Masters & Templates:** Design and customize master slides and templates, text, images, and logos
- **Charts & Graphs:** Create, animate and link charts and graphs, including integration with Excel data
- **Images:** Explore how to search, utilize, and manage static and animated images effectively
- **Clips & Sound:** Insert, manage and control playback timing for movie and sound clips
- **Linking:** Enhance presentations by linking to web pages, Office files, and email content
- **Action Buttons:** Create, edit, and remove action buttons to guide navigation throughout slides
- **Transitions & Animation:** Apply and control advanced transitions and animations
- **Custom:** Design shows by bending the rules with interactive buttons and unique functionality

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