

## IT: Microsoft PowerPoint

**Course duration:** 1 day

**Who should attend:**

This introductory course is aimed at anyone with little or no previous experience of Microsoft PowerPoint and who wants to create business presentations

**Previous knowledge required:** An understanding of Windows

**Course benefits:**

To bring users to a level of competence that allows them to use PowerPoint to create professional presentations

**What you will learn:**

- Screen layout
- Inputting text
- Working with slides
- Slide presentation
- Working with presentations
- Viewing the presentation
- Creating a slideshow
- Presentation equipment
- Delivering a presentation
- Saving the document