



Who is it suitable for?

Our PowerPoint course is suitable for those looking for a beginner level introduction to this popular presentation software. Many PAs, EAs, VAs, Office Managers utilise this software in their roles and obviously it's the perfect course for anyone who wants to create interesting and engaging presentations.

Objectives of the Course?

Our Microsoft PowerPoint course will guide you step-by-step through this popular presentation software to help you create engaging, attractive presentations.

What will I Learn?

Through a series of ten lessons this course will teach you all the aspects that Microsoft Powerpoint can offer. You'll learn all about creating new presentations, how to choose and use a theme, merging a table, using 'draw', Smart Art, inserting video and web links, creating and timing slides shows and adding notes on to a master presentation.

What is the course duration?

24 hours online learning.

