



Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab <https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

No prior knowledge of PowerPoint is required

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are 90 minute modules that you can mix & match

FAST TRACK
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Virtual Classroom

PowerPoint Beyond the Basics

Target Audience

Aimed at regular users this one day event will look at a wide range of features, functions and tricks to help you create professional presentations incorporating text, business charts, SmartArt, pictures, graphics and tables with the final result comprising a fully automated presentation.

The Content

PowerPoint Workplace

- * The PowerPoint Workplace
- * Customising The Quick Access Toolbar
- * Customising the Status Bar

Defining a Presentation

- * The PowerPoint Themes
- * The PowerPoint Slide Layouts

Text Formatting

- * Moving / Copying / Resizing Text Boxes
- * Text Selection Techniques
- * Using Bullets & Numbering
- * Controlling Text Spacing and Indents
- * Customising Bullets & Numbering
- * Adding Borders & Shading
- * Creating Text Boxes

Using Slide Masters

- * Making global changes to your Presentation
- * Adding objects to the Slide Master

Adding Movies & Sounds

Using Tables

Adding Images

- * Adding/Editing Images
- * Using the Picture Formatting Ribbon
- * Using Photo Album

The PowerPoint Views

- * Normal View
- * Slide Sorter View
- * Outline View

Adding Charts to the Presentation

- * Plotting the Chart
- * Formatting using the Chart Design Ribbon
- * Using Chart Elements
- * Applying Quick Layouts
- * Looking at Chart Styles & Types
- * Chart Filtering
- * Editing Data range
- * Applying Custom Animation effects to Charts
- * Importing Charts into PowerPoint using links

Running a Screen Show

- * Applying Transitions to Slides
- * Adding Text Builds
- * Applying Custom Animation Effects to Text & Objects
- * Tips & Tricks when running a Slide Show
- * Annotating your Slide Show
- * Controlling the order of Elements on a Slide
- * Hiding Slides
- * Applying Timings
- * Generating a Summary Slide
- * Using Action Settings and Hyperlinks
- * Using Custom Shows

Inserting SmartArt

- * Lists
- * Processes
- * Cycle Diagrams
- * Hierarchy / Organisational Charts
- * Relationship Diagrams
- * Matrix
- * Pyramid

Adding Notes Pages

Printing Options



Call us on **01527 836840**

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Our team will be happy to give you the options and pricing

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