

COURSE SYLLABUS

Course Code **PPT02**

Course Title **Intermediate Microsoft PowerPoint**

Duration 3 hours contact time
(One session is 1.5 hours)



Qualification media mount certificate of achievement

Training Level Intermediate

Prerequisites Ability to use Microsoft PowerPoint at a basic level (see Introduction to Microsoft PowerPoint course)

Summary This course will enable the learner to create a presentation for professional use including images.

Price Price Category C
Our full price list is available on request

To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Create a professional presentation using multiple slides and images
2. Animate slides and objects

Topics

Module Application	Outline
Microsoft PowerPoint	<ul style="list-style-type: none">• Slide Transitions• Hiding slides• Inserting, editing moving clip art and images• Slide Show options• Animations• Slide Layouts• Colour schemes• Tips and Tricks

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes