

**COURSE SYLLABUS**

**Course Code** PPT01

**Course Title** Introduction to Microsoft PowerPoint

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



Qualification media mount certificate of achievement

Training Level Beginner

Prerequisites Ability to use Microsoft Windows and a computer (see Introduction to Microsoft Windows course)

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

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](http://www.mediamount.co.uk) or telephone (+44)(0)28 9147 2020**

Course Objectives

1. Introduction to Microsoft PowerPoint
2. Create a basic presentation using multiple slides
3. Print out slides, handouts and speaker notes

Topics

Module Application	Outline
<b>Microsoft PowerPoint</b>	<ul style="list-style-type: none"><li>• Open and navigate Microsoft PowerPoint</li><li>• Create a presentation using layouts</li><li>• Create a presentation using templates</li><li>• Adding/editing text and bullet points</li><li>• Viewing a presentation</li><li>• Add new slides</li><li>• Add speaker notes</li><li>• Print slides, speaker notes and audience handouts</li></ul>

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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