

SOFTWARE TRAINING PLAN

Prepared for: Robert Green, Morgan Black, Martha White

Software training: Microsoft Power Point

This training covers a broad range of topics to help you quickly get up-and-running with PowerPoint. Learn how to create presentations with an impact. You will learn to use outlines, establish the timing of presentations, as well as add sound, animation, and video to your presentations.

1 Getting started with Microsoft PowerPoint

Understanding the PowerPoint The Ribbon and Backstage Use the Design Tab

0 1 2 3 4 5

09/05/2024 09:00 - 09:30

Martin J. Simpson

2 Building PowerPoint presentation content

Building an outline Editing slide content Formatting inserted images

0 1 2 3 4 5

09/05/2024 09:30 - 10:00

Sarah Winston

3 Using PowerPoint's design tools

Understanding templates Applying themes to a slide Customising a theme

0 1 2 3 4 5

09/05/2024 10:00 - 10:30

Peter Horne

4 Designing PowerPoint presentations

Building better slides Working with text Filling in an existing text area

0 1 2 3 4 5

09/05/2024 10:30 - 11:00

Martin J. Simpson

5 The slide master view and PowerPoint themes

Editing the Slide Master Creating custom slide layouts Adding a custom slide layout

0 1 2 3 4 5

09/05/2024 10:30 - 11:00

Sarah Winston

6 Linking and embedding external data

Embedding an Excel worksheet Editing embedded objects Creating a linked object

0 1 2 3 4 5

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Genelia Prasad

7 Adding multimedia to presentation

Creating a crossfade effect Creating complex scenes Syncing slides with sounds

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Sarah Winston

8 Delivering PowerPoint presentations

Preparing for presentation Setting up the slide show Controlling your presentation

0 1 2 3 4 5

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Wesley James

9 Creating custom slide shows & delivery

Using speaker notes Formatting and printing notes Designing a printed handout

0 1 2 3 4 5

09/05/2024 10:30 - 11:00

Martin J. Simpson

10 Delivering PowerPoint presentations online

Delivering presentation online Slide show on a web page Presentation tips

0 1 2 3 4 5

09/05/2024 11:00 - 11:30

Peter Horne

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Annelies Wilder-Smith



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