**Basic PowerPoint 2016 Training**

**AGENDA**

**9.30 am PowerPoint Basics (slides 1-4)**

* The Screens and icons
* Master Slides – creating a professional consistent image
* Creating Slides, Fonts and Formats

***10.45 am Coffee Break***

**11.00 am Different Slides, Different Intentions (slides 5-8)**

* Inserting charts and pictures onto slides
* Notes on slides
* Slide Sorter
* Headers & Footers
* Saving & Printing
* Running a slide show
* Transitions, Rehearse Timings and custom animation

***12.30 pm Lunch***

**1.15 pm Putting it all together in a show**

* Creating An Organisation Chart Slide
* Quiz Shows
* Design Templates – standard and self created
* Action Buttons on slides

***2.45pm Coffee Break***

**3.00pm Additional features**

* Movies and Sounds
* Word Art Slides
* Review Exercise

**4.00 pm Close**