Microbytes Powerpoint

Course Name	Start Date	End Date	Site	Total Fees
Microbytes - Powerpoint	06/01/2027	10/02/2027	Swans Cfi	0.00
Microbytes - Powerpoint	09/09/2026	28/10/2026	Swans Cfi	0.00
Microbytes - Powerpoint	09/06/2027	14/07/2027	Swans Cfi	0.00
Microbytes - Powerpoint	17/02/2027	24/03/2027	Swans Cfi	0.00
Microbytes - Powerpoint	12/04/2027	12/07/2027	Swans Cfi	0.00
Microbytes - Powerpoint	05/01/2027	09/02/2027	Killingworth Com Hub & Library	0.00
Microbytes - Powerpoint	08/06/2027	13/07/2027	Killingworth Com Hub & Library	0.00
Microbytes - Powerpoint	15/04/2027	27/05/2027	North Shields Ymca	0.00
Microbytes - Powerpoint	05/11/2026	10/12/2026	North Shields Ymca	0.00

Who Is This Course For?

This course is for anyone with a good working knowledge of PowerPoint or wishing to progress from a similar level 1 course.

What Can I Learn On This Course?

The objectives of this course are to enable learners to:
Develop IT skills to meet the requirements of a business environment

Develop presentation skills to enable more effective use of PowerPoint

Apply PowerPoint presentation skills effectively for a range of scenarios

The topics covered:

Creating and editing

- Use MS PowerPoint 2019 presentation software to enter, edit, format, and layout information (including text, tables, graphics, charts)

- Use editing techniques to enhance slide backgrounds and images

- Use smart art to create cycle charts and hierarchy charts

- Hide slides from slideshow view
- Use action buttons to link to hidden slides
- Save a self-running PowerPoint show
- Use slide master to control layouts (e.g. to add a logo to all slides)

Multimedia

- Embed video and music in a presentation
- Apply settings to trim music and video files
- Apply settings to play music across all slides
- Link YouTube videos into a presentation

Slideshow settings

- Apply animation effects to images and text, including sound effects
- Apply slide transitions and timings
- Loop a presentation to play until escape
- Use laser pointer and highlighter options

How Is This Course Delivered?

This course is delivered in a classroom environment with access to PCs using Windows 11 and Office 2019.

What Will I Need To Bring With Me?

You may wish to bring a pen and notepad to take notes, but you are not required to bring your own computer

equipment.

What Skills Or Experience Do I Need?

No prior qualifications are needed, but a basic understanding of Microsoft PowerPoint is expected. You should also have a minimum of Level 2 English skills.

How Will My Work Be Assessed?

There are no formal exams, instead you will carry out a range of activities to build up the skills introduced during the course and build a portfolio of work that will be assessed by your tutor. You will receive a certificate of attendance upon successful completion of the course.

What Can I Do After The Course?

You may wish to expand your Microsoft Office skills by enrolling on Microbytes Excel or Word Level 2. You may also wish to consider an online Business Admin Level 2 course.