Microsoft PowerPoint for the Business User

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Classroom

Course Overview

This course is intended for those who wish to take advantage of the application for high quality business presentations and reports.

About This Course

This course is intended for those who wish to take advantage of the application for high quality business presentations and reports.

Who Should Attend

This course is intended for people who use PowerPoint for their business communication needs.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.

Detailed Course Outline

Presentations

- Create Attractive Presentations from Existing PowerPoint Templates
- Creating Presentations Quickly using Outline to build a Structure
- Incorporating and reusing slides from other presentations into your own

Templates and Customization

- Using Slide Layouts
- Using the Slide Master
- Creating Custom Slide Layout

Working with Charts and Tables

- Create and Modify Tables
- Create Charts and Graphs
- Copying Charts into PowerPoint
- Link Vs Embed

Add Visual Elements to a Presentation

- Create and Modify Shapes
- Add Images
- Create SmartArt to Make Easily Modifiable graphics
- Use SmartArt to Give Dull Text a More Visual Appeal

Working with Media and Animation

- Add Audio to A Presentation
- Add Video to A Presentation
- Add and Customize Animations
- Add and Customize Transitions

Preparing to Present

- Add Notes to A Presentation
- Presenter View And Slide Show Controls
- Create A Custom Slide Show
- Saving and Sharing the Presentation
- Printing Options and Handouts

Additional Course Details

Nexus Humans Microsoft PowerPoint for the Business User training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft PowerPoint for the Business User course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft PowerPoint for the Business User?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft PowerPoint for the Business User course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft PowerPoint for the Business User training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft PowerPoint for the Business User?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft PowerPoint for the Business User. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft PowerPoint for the Business User?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft PowerPoint for the Business User training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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