

PowerPoint 2016 Essentials



Participants will learn to create, edit, and enhance slideshow presentations to create professional-looking sales presentations, employee training, instructional materials, and kiosk slideshows. Learners will gain a fundamental understanding of the PowerPoint 2016 environment and the correct use of key features of this application.

Workshop Objectives:

- *Create Presentations from scratch or templates*
- *Insert and format slides, handouts and notes*
- *Change Presentation views and configurations*
- *Insert and work with text, pictures, audio and video*
- *Work with tables, charts, and SmartArt*
- *Use transitions and animations*
- *Prepare for a presentation, including the slide size, narration, and timing*
- *Manage multiple presentations*



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