

# POWP101

## Microsoft PowerPoint Essentials



### Develop your confidence in navigating your way around Microsoft PowerPoint.

PowerPoint is an incredibly powerful tool that can be utilised for multiple purposes. Its incredible functionality means there are lots of options available and therefore lots of menus that can make navigating through PowerPoint very daunting. Our POWP101 webinar aims to simplify PowerPoint for you and make you comfortable navigating your way around. Get hands-on experience in creating your own custom slideshows with one of our incredible instructors.

#### Webinar Overview

- Navigate your way around Microsoft PowerPoint
- Developing a PowerPoint Presentation
- Performing advanced text editing operations
- Adding graphical elements to your presentation
- Modifying objects in your presentation
- Adding tables to your presentation
- Adding charts to your presentation
- Preparation for the delivery of your presentation
- Modifying the PowerPoint environment
- Customising design templates
- Adding SmartArt and math equations to a presentation
- Working with media and animations
- Collaborating on a presentation
- Customising a slideshow
- Securing and distributing a presentation
- Applying, changing, creating, amending customising themes
- Using templates

Visit our website for upcoming seminars or to book an in-house session

#### Webinar Cost

Webinar  
**\$149** + GST each

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