

Microsoft PowerPoint – Delivering the Right Message

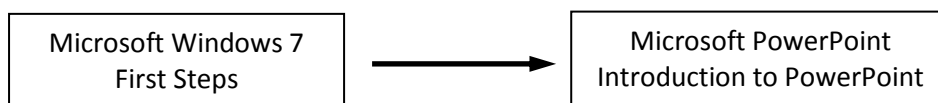
Audience

If you are someone who wants to design presentations for yourself or others in a creative, but equally efficient manner, then this course is for you. You may already use PowerPoint or you may be new to the product, but there is one thing about you, you are serious about getting the right message to the audience.

Duration

3 hours

Prior Learning Segment



You must be able to navigate efficiently within the Microsoft Windows 7 environment and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Windows 7 – First Steps course. You will find it beneficial to have knowledge of Microsoft Word.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Microsoft PowerPoint Environment
- Creating a new Presentation
- Working with Text
- Illustrations
- Modify and Manage Slides

Learning Outcome(s)

At the end of the course you will have the knowledge to help you master your skills with presentation creation. You will know the importance of working with text first and you will know how to create and modify presentations in a timely fashion.

Next Learning Segment

