



**ZING365**  
Learning without limits

# POWERPOINT FOUNDATION

## WHAT WE WILL COVER

- Using outline mode for greater efficiency
- Using and creating design themes and templates
- Font formatting tools
- Adding external content
- Using guides and rulers
- Drawing objects
- Preparing for printing
- Running a slide show
- Slide show tools

## SUMMARY

An entry level course for inexperienced or foundation users allowing to gain confidence using PowerPoint allowing you to build knowledge through practical exercises.

A bespoke version of this course allows users more time focusing on the basics of PowerPoint.

## OBJECTIVES

**By the end of this course you will;**



Gain an understanding of basic tools.



Create uncluttered informative slides



Run a presentation in an effective manner

