

**Course: Quickstart  
Powerpoint for  
Salespersonnel  
Duration: One day workshop**

**Course covers the following topics:**

- Create Dynamic Presentations
- Graphic Design Tips & Techniques
- Create charts and tables
- Use imagery and directional cues
- Edit images
- Review Presentations
- Run Presentations
- Publish Presentations
- Get feedback

**At completion of the course students  
will be able to:**

Understand the basics of creating  
dynamic electronic presentations  
Graphic Design Principles to enhance  
your presentations  
Setting up preferences  
Create and save a simple electronic  
presentation  
Use proofing tools  
Customise PowerPoint settings  
Cut, copy and paste slides  
Move slides  
Insert Images  
Insert Video  
Insert Audio  
Insert Charts and change chart styles  
Insert Tables and format table settings  
Add animation  
Run a Slideshow  
Get professional feedback from peers &  
graphic design instructor



*Adobe*

*Captivate*

*InDesign*

*Illustrator*

*PhotoShop*

**All students receive:**

A Microsoft Certified Instructor  
Comprehensive Training Manual  
Course Certificate  
Free luncheon voucher  
Unlimited Telephone Support  
Additional onsite support at a cost  
effective rate to suit specific

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