

M07 - Creating PowerPoint presentations

Management & Professional Development Skills Courses (3 CPD Hours)



This course introduces participants to PowerPoint presentations and how to create them. It starts at beginners level and progresses to intermediate knowledge. Detailed video guides provide clear explanations of the functions and features of MS PowerPoint.

The following elements are a sample of what is included in the course

Introduction to PowerPoint

- What is PowerPoint?
- Presentations
- What makes PowerPoint presentations fail?

Creating PowerPoint presentations

- How to launch PowerPoint
- Create and save a PowerPoint file
- Open a PowerPoint presentation
- Add slides
- Edit and format text
- View your slideshow
- Insert an image
- Insert a text box
- Add a design template
- Change content layout and insert media
- Apply animation to a slide
- Apply animation to a slide element
- Add background colours
- Add colour effects and images
- Print your presentation
- Apply transitions
- Editing your presentation
- Manually set presentation timings
- Modify colour scheme
- Insert a sound clip
- Insert video
- Insert a table

- Insert a chart
- Insert a diagram

From the course you can download many relevant notes and documents for your own use, you can also link to other relevant websites and resources with dedicated content on creating PowerPoint presentations.


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About the author:

Dr. John Wall is Head of School for Education and Professional Development in a leading Irish Third Level Institution. He has vast experience in designing and delivering courses in business related subjects. John also has a particular interest in the delivery of continuing professional development through an e-learning platform and has recently completed his doctoral thesis in this area.

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Course quick links

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Course cost: €99.00

Format: On-line

CPD Hours: 3 hours

How does it work?

Get three hours of CPD without leaving the comfort of your office or your home PC

Watch the demo [here](#) or read-on.

Step 1: Choose from one of our engaging on-line courses. Each of our courses is designed by an expert in the relevant topic area. You can choose from any of our 8 management and professional development course – remember you must do at least 3 hours of your CPD in Management.

Step 2: Engage with the course for 3 hours. You engage with the course by reading the course content, contributing to the discussion forum and assimilating the knowledge and information presented.

Step 3: Print your completed CPD certificate. When you are finished the course, check your time contribution to ensure you have at least three hours recorded. You simply print off your CPD record and keep it for your own records.

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