PowerPoint - Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Want to give your presentations more power and polish? This PowerPoint training course is your perfect starting point. Designed as a beginner-friendly Part 1 introduction, this one-day, instructor-led class teaches you how to use PowerPoint to create and deliver professional, visually engaging slides. Through real-world scenarios and hands-on practice, you'll learn to build a strong PowerPoint presentation using built-in templates, formatted text, graphics, transitions, and animations. You'll also get familiar with PowerPoint for the Web, OneDrive, and the essentials of working in Microsoft PowerPoint as part of your Microsoft Office subscription.

About This Course

Want to give your presentations more power and polish? This PowerPoint training course is your perfect starting point. Designed as a beginner-friendly Part 1 introduction, this one-day, instructor-led class teaches you how to use PowerPoint to create and deliver professional, visually engaging slides. Through real-world scenarios and hands-on practice, you'll learn to build a strong PowerPoint presentation using built-in templates, formatted text, graphics, transitions, and animations. You'll also get familiar with PowerPoint for the Web, OneDrive, and the essentials of working in Microsoft PowerPoint as part of your Microsoft Office subscription.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will create and deliver an engaging PowerPoint presentation. You will: Identify the basic features and functions of PowerPoint. Develop a PowerPoint presentation. Perform text formatting. Add and arrange graphical elements. Modify graphical elements. Prepare to deliver your presentation.

Detailed Course Outline

Getting Started with PowerPoint

- Navigate the PowerPoint environment
- View and navigate a presentation
- Create and save a basic presentation

Developing a PowerPoint Presentation

- Create new presentations
- Edit and format text
- Add, duplicate, and reorder slides
- Choose and apply a template

Formatting Text

- Format characters and fonts
- Align and structure paragraphs
- Apply text effects and shortcuts

Adding and Arranging Graphical Elements

- Insert images and graphics
- Use shapes and SmartArt
- Add icons and 3D models
- Size, group, and align objects on slides

Modifying Graphical Elements

- Format images and shapes
- Customize SmartArt and icons
- Apply animations to visuals
- Adjust object layering and order

Preparing to Deliver Your Presentation

- Review and preview the PowerPoint presentation
- Apply transitions between slides
- Print and export your presentation

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for PowerPoint - Part 1:

Start Date	End Date	Location	Delivery	Price
09 Dec 2026	09 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for PowerPoint - Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day PowerPoint - Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the PowerPoint - Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for PowerPoint - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for PowerPoint - Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for PowerPoint - Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your PowerPoint - Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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