



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised **T** raining & **C** onsulting

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Microsoft PowerPoint

✓ Step 1 – Select Product

Application – Microsoft PowerPoint

Platform – Microsoft Windows

Versions – 2013, 2016, 2019

Level – 1,2

Location – Client site

Prerequisites:

- Basic Keyboard Skills
- Basic Computer Skills

What do you get:

- Experienced & Qualified Facilitator
- Targeted Course Outline
- Printed Courseware
- Electronic Certificate
- Digital Badge for LinkedIn Profile
- Free 6-month Email Support

Level 2

- Masters
- Multiple Presentations
- Basic Skills
- Graphics
- Charts and Tables
- Animation
- Movies and Sounds
- Preparing for Other Speakers
- Hyperlinks and Custom Shows

✓ Step 3 – Contact CTC

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

Level 1

- Exploring PowerPoint
- Saving Files
- Basic Skills
- The Outline Tab
- Formatting
- Bullets, Numbers and SmartArt
- Drawing Objects
- Running the Slide Show