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|  | **SOFTWARE TRAINING PLAN** | | | | | | | | | | | | | | |  |
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|  |  |  |  |  |  |  |  |  | **1** |  |  |  | **2** |  |  |  |
|  | **Prepared for:** | | Robert Green, Morgan Black, Martha White | | | | |  | **Getting started with Microsoft PowerPoint** | |  | **Building PowerPoint presentation content** | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Software training:** | | Microsoft Power Point | | | | |  |  | Understanding the PowerPoint  The Ribbon and Backstage Use the Design tab | |  |  | Building an outline Editing slide content Formatting inserted images | |  |
|  | This training covers a broad range of topics to help you quickly get up-and-running with PowerPoint. Learn how to create presentations with an impact. You will learn to use outlines, establish the timing of presentations, as well as add sound, animation, and video to your presentations. | | | | | | |  |  | n n n n n | |  |  | n n n n n | |  |
|  |  |  | 19/03/2024 | 08:00 - 15:00 |  |  | 20/03/2024 | 08:00-09:30 |  |
|  |  |  | **Martin J. Simpson** | |  |  | **Sarah Winston** | |  |
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|  | **3** |  |  |  | **4** |  |  |  | **5** |  |  |  | **6** |  |  |  |
|  | **Using PowerPoint's design tools** | |  | **Designing PowerPoint presentations** | |  | **The slide master view and PowerPoint themes** | |  | **Linking and embedding external data** | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Understanding templates Applying themes to a slide  Customizing a theme | |  |  | Building better slides Working with text Filling in an existing text area | |  |  | Editing the Slide Master Creating custom slide layouts Adding a custom slide layout | |  |  | Embedding an Excel worksheet Editing embedded objects Creating a linked object | |  |
|  |  | n n n n n | |  |  | n n n n n | |  |  | n n n n n | |  |  | n n n n n | |  |
|  |  | 20/03/2024 | 11:00-14:00 |  |  | 21/03/2024 | 08:00 - 10:00 |  |  | 21/03/2024 | 10:00 - 12:00 |  |  | 21/03/2024 | 13:00 - 15:00 |  |
|  |  | **Peter Horse** | |  |  | **Martin J. Simpson** | |  |  | **Sarah Winston** | |  |  | **Gordon Presley** | |  |
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|  | **7** |  |  |  | **8** |  |  |  | **9** |  |  |  | **10** |  |  |  |
|  | **Adding multimedia to presentation** | |  | **Delivering PowerPoint presentations** | |  | **Creating custom slide shows & delivery** | |  | **Delivering PowerPoint presentations online** | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Creating a crossfade effect Creating complex scenes Enriching slides with sounds | |  |  | Preparing for presentation Setting up the slide show Controlling your presentation | |  |  | Using speaker notes Formatting and printing notes  Designing a printed handout | |  |  | Delivering presentation online Slide show on a web page Presentation tips | |  |
|  |  | n n n n n | |  |  | n n n n n | |  |  | n n n n n | |  |  | n n n n n | |  |
|  |  | 22/03/2024 | 08:00 - 10:00 |  |  | 22/03/2024 | 12:00 - 15:00 |  |  | 23/03/2023 | 08:00 - 09:00 |  |  | 23/03/2023 | 10:00 - 12:00 |  |
|  |  | **Sarah Winston** | |  |  | **Wesley James** | |  |  | **Martin J. Simpson** | |  |  | **Peter Horse** | |  |
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