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|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **SOFTWARE TRAINING PLAN** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  |   |   |   |  |   |   |   | **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 BackstageUse the Design tab |   |   | Building an outlineEditing slide contentFormatting 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** |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **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 templatesApplying themes to a slide Customizing a theme |   |   | Building better slidesWorking with textFilling in an existing text area |   |   | Editing the Slide MasterCreating custom slide layoutsAdding a custom slide layout |   |   | Embedding an Excel worksheetEditing embedded objectsCreating 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** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **7** |   |   |   | **8** |   |   |   | **9** |   |   |   | **10** |   |   |   |
|   | **Adding multimedia to presentation** |   | **Delivering PowerPoint presentations** |   | **Creating custom slide shows & delivery** |   | **Delivering PowerPoint presentations online** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | Creating a crossfade effectCreating complex scenesEnriching slides with sounds |   |   | Preparing for presentationSetting up the slide showControlling your presentation |   |   | Using speaker notesFormatting and printing notes Designing a printed handout |   |   | Delivering presentation onlineSlide show on a web pagePresentation 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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|   |   |   |   |   |   |   |   |   |   |   |   |   |   | [**© TemplateLab.com**](https://templatelab.com/)  |