



Guided Learning Intermediate Microsoft PowerPoint

This course aims to give you the skills to use Microsoft PowerPoint to create powerful presentations on a daily basis in the workplace. By choosing to use Guided Learning, you will be able to study at your own pace and at your own convenience. There are qualified trainers on hand to provide support and guidance. You can opt to study at either Newbury College, or at the Business Centre at Calcot to complete the course

Course duration

You should aim to study for a minimum of four hours per week. To complete the course, ten study hours are required over a period of five weeks. You should undertake to complete the course by the date stated at enrolment.

- presentation settings and delivery
- print management.

Who should attend?

Please call the IT Centre at either location to discuss whether this course is the right option for you.

Course style

Through flexible learning which enables you to study at your own pace. Qualified trainers are available to support and guide you through the learning process.

Course assessment

There are ongoing exercises throughout with a practical assignment at the end of the course

Course content

- PowerPoint basics.
- presentation layout and text.
- pictures, objects and charts
- drawing objects

Course fee

£65

To study these courses at

Calcot – call 01189 427040 or email j-silcock@newbury-college.ac.uk

Newbury College – call 01635 845405 or email j-eley@newbury-college.ac.uk

