



## Description

If you have the right facilities in your classroom, PowerPoint can be a very useful addition to your teaching toolkit. PowerPoint is probably the most used software for creating presentations but most users only know the basics. This one day course will train you how to create a more engaging presentation using some of the more advanced features of PowerPoint, in particular, transitions, custom animations and timings, using tables, charts, shapes, SmartArt, backgrounds, video and sound.

You will receive an Academy certificate on completion of this course.

**Date:** To be arranged

**Tuition Time:** 1 day

**Full Course Fee:** £100 per candidate

**Location:** This course is delivered as group training at your school or at the Riverside Innovation Centre, 1 Castle Drive, Chester CH1 1SL (minimum of 5 candidates applies)

## Pre-Requisites

This course is designed for teachers who need to put together PowerPoint presentations and know the basics but want to create something more engaging, professional and impressive. You should be reasonably confident in opening up PowerPoint, adding slides, adding text and inserting pictures.

## Course Objectives

By the end of Level 3 Presentation Software you will be able to:

- Produce an engaging presentations using powerful features
- Have an increased knowledge and expertise suitable for the classroom
- Demonstrate advanced methods to integrate different types of data.

## Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

## About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

## Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk) or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

Riverside Innovation Centre,  
1 Castle Drive,  
Chester CH1 1SL

[www.cdsacademy.co.uk](http://www.cdsacademy.co.uk)



## Preparation

- Colour Schemes
- Background Effects
- Create a Template
- Use a Template
- Insert Text
- Reuse Slides

## Images and Drawn Objects

- Drawing Objects
- Rotate or Flip Objects
- Select Objects
- Background Graphics
- Arrange Objects
- Crop Images
- Edit Images
- Advanced Editing

## Charts

- Combination Charts
- Edit Charts
- Animate Charts
- Create a Flowchart

## Multimedia

- Insert Sounds
- Insert Movies
- Introduce Animation
- Animation Sequences

## Slide Shows

- Action Buttons
- Edit an Action Button
- Custom Shows
- Apply Transitions
- Apply Timings
- Set Up a Slide Show
- Save as a 'PowerPoint Show'

## Linking

- Link Text
- Link to a Chart
- Link to a Worksheet Range
- Link an Image to a File
- Modify Linked Data



**Email:** [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk)

**Tel:** 01244 515525

**Website:** [www.cdsacademy.co.uk](http://www.cdsacademy.co.uk)

**Address:** Riverside Innovation Centre,  
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Chester CH1 1SL