

Course Overview

This short online course will use MS Teams to help you to develop your knowledge and skills with presentations using MS Powerpoint. You will discover how easy it is to create simple presentations for interviews, work or home use.

What will I Study?

You will explore the basics functions of Powerpoints. This might include the following:

- Creating slides for your presentations
- Adding pictures and text
- Making changes to your slides
- Using special effects and transitions.

Assessment Method

You will receive feedback from your tutor. You will be assessed by your tutor and have the chance to ask questions.

Entry requirements

You need to have the use of MS Powerpoint for this course, and be able to access MS Teams via a computer, laptop or tablet to join the class.

What to bring to first session

You will need appropriate ICT to access the lesson. You should also have your preferred tools for any notes ready, such as pen/paper or electronic device.

We have computers available if you need to access recordings and lesson resources. There are currently no printing facilities at the college.

Possible Next Steps

You might consider further Digital Skills courses.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk

call: 020 8270 4722

