



# MS Powerpoint Course Brochure

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1 Day Practical Workshop



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# The Right Fit.....For You

**Our MS Powerpoint course has been designed to give you an insight into MS PowerPoint and will allow you to use key features, graphics and slides to improve the impact and effectiveness of your presentations.**

The one day **MS Powerpoint** course will provide learners with an understanding of PowerPoint and how to use its features to **enhance their presentations**. The course also focuses on understanding the audience you are presenting to and how you can **prepare the right content for them and keep them engaged throughout**.

This course is **very practical and interactive**. Exercises and case studies will be used throughout to allow learners to self-assess their current skills and identify areas of improvement. Each learner will also be invited to **present to the group on a topic of their choice**.

Our aim is that each learner leaves the course with a list of **key points to take away and work on back on the job**.

Our Microsoft Powerpoint courses have been **designed to be in line with the Microsoft Certified Professional courses** and our trainers are Microsoft Certified Instructors.

*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

**Dearbhla Casey, HR Manager, Irish Country Meats**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future."*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose Our MS Powerpoint Course

DCM Learning's Microsoft Powerpoint course has been designed to provide learners with an understanding of PowerPoint and how to use its features to enhance their presentations. The course also focuses on understanding the audience you are presenting to and keep them engaged throughout.

## Specific reasons to choose this course:



**Experienced:** We have trained over 253 individuals successfully in Microsoft Powerpoint over the last two years.



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Excellent Trainers:** Our trainers combine professional training know-how with relevant experience in their chosen training field.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered our Microsoft Powerpoint programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





# MS Powerpoint Course Outline

## COURSE OVERVIEW

This one day course has been designed to give learners an understanding of the key features of PowerPoint and how to use them to prepare for and deliver effective presentations remotely and face-to-face.

This course is very practical and interactive. Exercises and case studies will be used throughout to allow learners to self-assess their current skills and identify areas of improvement.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Navigate the PowerPoint toolbar/ribbon
- Understand when to use different slides
- Insert and resize text, charts and graphics
- Use sound and video to enhance the presentation
- Create powerful presentations using PowerPoint
- Confidently run a PowerPoint slide show while delivering presentations
- Identify key areas they need to work on to improve their presentations

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Content

## TOPIC 1: AN INTRODUCTION

- Exploring the PowerPoint environment
- Working in different presentation views
- Opening, Closing, Printing and Saving presentations
- Various slide layouts
- Using Help features

## TOPIC 2: CREATING YOUR PRESENTATION

- PowerPoint Templates
- Using Themes and Backgrounds
- Working with text boxes and shapes
- Formatting
- Arranging Slides
- Slide Transitions

## TOPIC 3: DIAGRAMS, CHARTS AND TABLES

- Inserting and Editing Charts
- Inserting and Editing Tables
- Inserting and formatting Smart Art
- Advanced Animation



# Course Content

## TOPIC 4: USING YOUR PRESENTATION

- Normal View/Slide Sorter View/Notes Page View
- Running and navigating your slideshow
- Printing your presentation
- Emailing your Presentation

## TOPIC 5: PRACTICE SESSION

- Each learner will be invited to take part in a short practice session with individual feed back given by our trainer



## Padraig O'Connor

### Training Associate

Padraig is a highly experienced, knowledgeable, and highly accomplished training and coaching Professional. He has previously worked in the Telecommunications and Software Development Sectors fulfilling Senior Technical, Project Management and Line Management Roles in large multinational companies.

Padraig's training delivery approach is highly engaging and structured yet dynamic; affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

Padraig's areas of expertise include MS Excel at Introductory, Intermediate and Advanced, MS PowerPoint, Excel Financial Modelling, Prezi and Technical Writing.

Some of Padraig's qualifications and affiliations include:

- B. Eng (Hons) In Electronic Engineering (DCU)
- Dip in Business, Executive and Personal Coaching
- Advanced ECDL Expert
- Certified Scrum Master
- Holds memberships of Engineers Ireland, The British Psychological Society, Association for Coaching, The Teaching Council and The Scrum Alliance

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*"The feedback from the training on Monday was very good. Everyone thought Padraig was excellent and explained everything really well."*

Niamh Phelan, HR Business Partner, Lionbridge







## Joe O'Connor

### Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor

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*"Thanks Belinda, Joe was excellent and the team all enjoyed the training, it went really well."*

Deirdre Flood, HR Manager, Amphenol TCS

**Amphenol®**



# Inhouse Training, One Size Doesn't Fit All.

**Does your team need Powerpoint training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



# Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

☎ 01 5241338  
✉ [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)  
📍 Guinness Enterprise  
Centre

**CORK**

☎ 021 2429691  
✉ [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)  
📍 Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

☎ 041 9865679  
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Co. Louth