

Introduction to PowerPoint

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| Location | Stretford Campus |
| Course Type | Adult |
| Department | Computing |
| Start Date | Wednesday 10th June 2026 |
| Duration | Part-time, 0 Weeks |
| Time | 13:00:00 - 16:00:00 |
| Fee | £ 13.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information |
| Course Code | TPQ-CYXZ-1226 |

Course Overview

This hands-on session covers the basics of Microsoft PowerPoint, the most commonly used presentations application. It is also a great 'refresher' if your skills are a bit rusty or out of date.

By the end of the session, you will have the skills to create a simple, attractive slide set, using slide transitions and design features.

The course is designed for people who already have some IT skills, are familiar with other Microsoft applications (e.g. Word, Excel) and can use a mouse and keyboard. This course is not suitable for complete beginners.

Course Requirements

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What You Will Learn

The course introduces Microsoft PowerPoint, including the following:

- Understanding the PowerPoint window - what's what?
- Basic PowerPoint terminology
- What makes a good presentation?
- Creating and editing a basic presentation
- Adding text and images
- How to insert, move and delete slides
- Use design features to make your presentation more attractive
- Using slide transitions
- Printing your presentation as a handout

Assessment

This is a non-accredited session so there is no exam. Students will be assessed informally during the course and will be given feedback on how to improve.

Progression

Students can progress onto a digital skills course at the college.

Career Options

The skills learnt on this course are relevant for most jobs.

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.