Silver Bullet
Business Training Solutions

PowerPoint Course Options – What Do You Want Trainees to be able to do?	
USE FUNCTIONS	
Basics – Open and enter text on slides in different formats	☐
Insert and crop/alter pictures	☐
Insert hyperlinks to web pages or to other documents	☐
Take a screenshot of something and paste into a presentation	☐
Embed videos (e.g. from Youtube) that will play automatically in the presentation	☐
Create and format tables	☐
Create process diagrams or flows	☐
Create timelines or summary plans	☐
Alter print format (page or notes layout, page numbers, margins)	☐
Format diagrams (alignment, colouring, orientation, text within them)	☐
Embed Excel charts into PowerPoint (retaining link to Excel if required)	☐
Animate slides with moving text or objects	☐
Use PowerPoint to capture information – allow data entry in slide show mode	☐
WRITE A WELL STRUCTURE PRESENTATION	
Develop a presentation in a way that tells a coherent 'story'	☐
Include a 'so what' sense check	☐
Top and tail slide deck (intro/objectives and summary/conclusions)	☐
Apply the rule of 3	☐
Incorporate a progress bar	☐