

INTRODUCTION TO MICROSOFT POWERPOINT

October 12 – 14, 2026



NOMINATION DEADLINE EXTENDED

October 2, 2026



COURSE CODE

ICT0105



TIME

8:30 a.m. – 4:30 p.m.



DELIVERY MODE

Face-to-Face



TARGET AUDIENCE

Officers who are required to design electronic presentations as part of their duties.



PREREQUISITE

Successful completion of Introduction to Computer Applications, or the ability to competently navigate Microsoft Windows.



VENUE

Learning and Development Unit, Warrens Tower II, Warrens, St. Michael.



OBJECTIVE

To provide participants with basic knowledge of, and skills in Microsoft PowerPoint.



COURSE CONTENT

- The PowerPoint window
- Choosing a design template
- Creating a presentation
- Saving a presentation
- Using graphics in presentations
- Formatting and animating slides
- Adding headers and footers to slides



LEARNING OUTCOMES

By the end of the course, participants should be able to:

- Determine what information should be used in their PowerPoint presentation
- Create a PowerPoint presentation
- Insert various media formats in a presentation
- Add animated effects
- Identify and employ elements of a good presentation



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