

Desktop Publishing with PowerPoint

A 2-day training programme designed to help staff who are producing DTP documents using Microsoft PowerPoint software

Overview

This interactive 2-day training programme has been designed to help candidates become familiar with the principles of Desktop Publishing and then apply those principles using Microsoft PowerPoint software. The first day focuses on the principles of Desktop Publishing and design concepts through a combination of hands-on and theoretical interaction. The second day incorporates these principles for use with PowerPoint.

Day 1 – The Principles of Desktop Publishing

The objective of this course is to provide an overview of the principles used in desktop publishing and to help you make decisions concerning the fundamental aspects of your designs.

Aims

At the end of the course you will be able to:

- Recognise the types of software required
- Understand the importance of typography
- Use drawing and image editing utilities
- Utilise design principles and composition rules

Content

Starting with the Right Software
Typography and Fonts
Understanding Colour Models
Page Size Options
Using Layout Guides
Working with Drawing Tools
Editing Images
Design Principles
Composition Rules
Placing Objects in Text Columns
Putting it all Together
DTP Terminology



Based in Glasgow, Gary Bedingfield has more than 12 years experience in the training industry and more than 20 years experience in graphic design. He is a fully qualified further education trainer and assessor with a strong understanding of learning strategies and opportunities and has worked with private, public and voluntary sector clients ranging from small companies to multi-national organisations. Gary Bedingfield Training Services provide bespoke training courses in a vast array of subjects and Desktop Publishing is among our specialist subjects.

Call us today on:

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Day 2 – Using PowerPoint for Desktop Publishing

The objective of this course is to help you become familiar with the software's resources helping you manipulate text and graphical elements with creative flexibility.

Aims

At the end of the course you will be able to:

- Confidently navigate PowerPoint
- Use templates and create Slide Masters
- Manipulate document elements
- Make appropriate choices when printing and saving

Content

What is PowerPoint?

Getting Started with PowerPoint

Navigating PowerPoint

Using Templates

Slide Masters

Layout Options

Grouping and Ungrouping

Aligning Objects

Text Formatting

Using Graphics

Working with Drawing Tools

Solving Options

Printing Options

Location

Delivered at your premises (IT facilities required)



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