

# SOUTERS®

Business and Office Skills Training Specialists

Souters Training Centre  
32 Ludgate Hill  
London EC4M 7DR

T: 020 7248 8987

F: 020 7248 8850

E: [reg@souters.org](mailto:reg@souters.org)

[www.souterstraining.com](http://www.souterstraining.com)

## MICROSOFT POWERPOINT TRAINING



### DESCRIPTION

PowerPoint is important in many different professions. The ability to create quality presentations is key to many job roles so looking at job boards will show you how many employers will require PowerPoint.

Our training centre is a Microsoft Certified Academy, which offers Microsoft Certification; our IT training uses the very latest interactive training methods. As our certification comes from Microsoft itself, it is internationally recognised.



Microsoft® IT Academy  
Program Member

Souters also offers Microsoft Assessment and Certification to clients who are not taking tuition. Feel welcome to book Microsoft Assessments at our Academy in order to gain your Certification. Please follow [this hyperlink](#) so you can book an assessment Certipoint Exams

### OBJECTIVE

To provide Beginner and Proficient PowerPoint Skills with an advanced option if desired.

### COURSE FORMAT

Beginner and Proficient modules in PowerPoint 2007, 2010 or 2013 interactive online. The unit will take you to intermediate (i.e. proficient level). Advanced level training is available on [course webpage](#).



## COURSE CONTENT

Syllabus downloads are here: [CLICK](#)

## DATES AND DURATION

Training can be at our academy for one month flexi start. However, you may study at home if more convenient in which case you have a three month limit to exam level.

We offer an option of live training in-house (your location or ours) evening, weekdays and Saturdays. This is tutor led face to face training - [please contact the centre](#) for a quote

## COURSE REQUIREMENTS

The standard course will start from beginner level, so there are no any entry requirements apart from IT literacy.

## BENEFITS

We can offer Microsoft Certification which is internationally recognised.

Our course structure was written for Microsoft Certification, so you will be getting information from the ultimate experts in the field, the software creator.

Our course delivery is very flexible. It can be completed at our Certified Training Centre or at home. You study at your own pace.

### **Outcome**

Souters' Certification in PowerPoint is issued on successful completion. A MOS Certiport exam is available at a supplement.

