



MICROSOFT POWERPOINT INTRODUCTION

Introduction to the Course

A One-day course with the emphasis on becoming confident in the use of PowerPoint, in preparing slide presentations. Delegates will learn how to use the majority of features within this application. Using PowerPoint for Slide shows, as a drawing application.

Pre-requisites

Delegates should have a concept of slide show preparation from PowerPoint or other presentational applications.

Course Content

Create A Presentation

- Save/Name/Close/Open
- The Common Tasks Toolbar
- Slide Layout
- Toolbars
- Formatting
- Colours/Effects
- Bold/Italics/Underlining/Font Size

Slide Types

- Bullet Slides
- Line Spacing
- Indents
- Alignments
- AutoCorrect
- Finding and Replacing Text
- Headers/Footers
- Printing
- Slides
- Multiple Slides
- Outlines
- Note Pages
- Multiple slides on One Page

Word in PowerPoint

Excel in PowerPoint

Views

- Slide View
- Outline Views
- Slide Sorter
- Slide Master View
- Slide Title Master View
- Notes View
- Drawing Objects
- Rotate Objects
- Re format
- Move/Re Size/Duplicate

Clip Art

Organisation Charts

Charts

Word Art

Slide Shows

- Transitions
- Build effects
- Animations
- Timings
- Sounds
- Continuous Shows
- Hide Slides
- Rehearse Timings
- Draw in a slide show
- Moving through a Slide Show



MICROSOFT POWERPOINT INTERMEDIATE

Introduction to the Course

This One-day course with the emphasis on becoming confident in the use of the more complex Presentation facilities and tools in PowerPoint. It is also intended that the delegates gain an understanding of how the more powerful features within PowerPoint can be applied such as integrating other Microsoft Office applications with PowerPoint, using Movies and Sound and Hyperlinks.

Pre-requisites

Delegates should have a basic concept of slide show preparation from PowerPoint or other presentational applications.

Course Content

Slide Text Enhancements

- Using Comments
- Inserting Slide No & Date/Time
- Inserting Symbols
- AutoCorrect
- Style Checker
- Using Outline View

Graphics Enhancements

- Inserting Movies and Sounds
- Movies in the Slideshow
- Inserting Pictures from the Internet

AutoClipArt

Time Saving Facilities

- Expanding Slides
- Summarising Slides
- Custom Shows
- Macros

Linking

- Internet through PowerPoint Central
- Using MS Graph
- Inserting and Linking to Excel and Word
- hyperlinks to other files and Slides

Presentation Enhancements

- Slide Templates
- Applying Designs
- Custom and Pre-set Animations
- Action Settings
- Rehearsing Timings and Setting up a Show

Pack and Go

Additional Integration Tools

- Meeting Minder
- Importing Word Documents
- Sending Presentations to Word
- Action Buttons
- Presentation Conference