

Microsoft Office PowerPoint Beyond the Basics Course Outline



Course aims:

This course will extend delegates' knowledge of Microsoft Office PowerPoint to gain a finer appreciation of its functionality.

Pre-requisites:

Those who have attended the Basics Course, self taught users and those who have a good understanding of Excel Charts and Word Tables techniques.

Who should attend:

Users who are required to make on-screen presentations who want to make their slides even more interesting.

Duration: 1 day

Review of working with the master slide	Changing the default options, slide set-up, set up the master, using bullets, choosing and changing scheme colours. Adding a background/graphics to slides
Using slides/adding text from Microsoft Office Word	Importing slides from other presentations, reapplying slide master to update slides, importing text from Microsoft Office Word
Using hyperlinks	Creating, editing and removing a hyperlink. Creating a hyperlink to a slide, web page, word and excel
Working with movie, music and sound clip	Adding movie, music and sound effects to presentations
Working with tables	Creating, editing and formatting tables plus using tabs in tables
Working with charts	Creating, formatting, importing data from excel into charts
Working with organisation charts * optional	Creating, enhancing, saving and returning to Microsoft Office PowerPoint
Review of animation	Adding transitions/adding timings, creating builds running a slide show, package for CD
Printing slides	Printing slides, printing outlines, handouts & notes
Follow on course	Microsoft Office PowerPoint for the Expert User * optional