

Microsoft Office PowerPoint for the Expert User Course Outline



Course aims:

This course will allow you to discover Microsoft Office PowerPoint's advanced features. There will also be a Question and Answer troubleshooting session if required. If you have any queries/problems do email them to us prior to the course so that an appropriate solution can be found.

Note: If there are features on the Beyond the Basics course that you would like cover on this course then please do let us know so that we can reorganise the course outline

Pre-requisites:

Self taught users and those who have attended the Beyond the Basics course.

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 the basic principles	Slide design – backgrounds, font type, bullets, colour schemes and transitions. Changing the default options, slide set-up, set up the master, using bullets, choosing and changing scheme colours. Adding a background / graphics to slides
Enhancing slides	Adding sounds, video/movie, clipart and digital camera pictures. Copying digital camera pictures on to your computer. Options for movie and sound clips. Investigating the internet for more....
Summary slides	Creating summary slides
Working with flowcharts	Using the drawing techniques to create flow charts.
Using hyperlinks	Creating, editing and removing a hyperlink. Creating a hyperlink to a slide, web page, word and excel
Using PowerPoint with other office programs	Object linking & embedding, editing linked & embedded objects, exporting a presentation to Word
Using presenter view	Set up laptop and projector to work with presenter view
Customising the environment	Customising and creating toolbars, automating your work with macros
Collaborating in PowerPoint	Adding special effects, working with slide show options, setting up review cycles, set password protection, work with comments, send a presentation for review, merge revision copies, apply reviewer changes