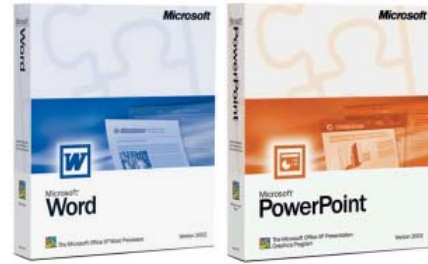




## Microsoft Office Word & PowerPoint Combo Course Outline



### Course aims:

This 1 day combo course has been designed to extend the delegates knowledge of Word and PowerPoint hopefully fill in those missing bits and pieces. It is aimed primarily at the self taught user.

### Pre-requisites:

Delegates should have a working knowledge of Word and PowerPoint and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

### Who should attend:

Anyone who is a self taught user wanting to refresh or enhance their knowledge of PowerPoint and Word.

**Duration:** 1 day

|  |   |
|--|---|
| <p><b>Microsoft Office PowerPoint</b></p> <p><b>Working with the master slide</b></p> <p><b>Adding text, bullet points &amp; tabs</b></p> <p><b>Using slides/adding text from other programs</b></p> <p><b>Using Hyperlinks</b></p> <p><b>Working with objects / clipart</b></p> <p><b>Working with the master slide</b></p> | <p>0.5 day</p> <p>Changing the default options, set up the master, using bullets, choosing and changing scheme colours. Adding a background/graphics to slides</p> <p>Adding text, text in shapes &amp; formatting text, line/paragraph spacing, alignment, tabs, indents, bullet points</p> <p>Importing slides from other presentations, reapplying slide master to update slides, importing text from Word</p> <p>Creating, editing and removing a hyperlink. Creating a hyperlink to a slide, web page and excel</p> <p>Selecting objects, using the drawing tools, resizing, copying, moving, aligning, scaling, duplicating, enhancing objects/shapes using borders, fills &amp; shading patterns, using format painter</p> <p>Changing the default options, set up the master, using bullets, choosing and changing scheme colours. Adding a background/graphics to slides</p> |
| <p><b>Microsoft Office Word</b></p> <p><b>Revision of Word Shortcuts</b></p> <p><b>Using Bullets &amp; Numbering</b></p> <p><b>Enhance documents using Tables</b></p> <p><b>Revision marking*</b></p> <p><b>Merging to documents and labels**</b></p>  | <p>0.5 day</p> <p>Setting defaults, formatting shortcuts, selecting / highlighting text and quick ways to move around documents</p> <p>Multi-level numbering effectively</p> <p>Create, editing and enhance tables using borders and shading. Format tables using Tabs. Split a table and insert table row heading.</p> <p>Using and understanding revision marking in documents</p> <p>Use the mail merge feature – create standard document, create a database of names, merge document together. Set query options. Merge to labels.</p>   |