



Microsoft® PowerPoint Beyond the Basics

This is a One Day Intermediate/Advanced Course one day course that will provide you with the knowledge to develop your existing PowerPoint skills to improve and make effective slide presentations. This course is aimed at those who wish to customise or modify their presentations with multimedia applications, action objects and animation. PowerPoint has the ability to make presentations engaging, creative and personalised.

Course Outline

Overview of PowerPoint

Working with the Ribbons
Quick Access Toolbar
Design and Layout
Adding, Editing and Customising Options
Using Draw Objects and ClipArt
Static versus Animated Presentations
Compare and Merge
Permissions
Organisation Charts

Slide Shows

Using Speaker Notes
Setting Timing and Speed of Slide Shows
Looping & Setting Speed
Using the Timing Meter

Animation

Using Pre-set Animation Effects
Creating and Customising Animation Effects
Animated Bullets
Setting the timing of Animation Effects
Special Effects

Multimedia

Media Clips
Media Player
Adding Sounds
Adding Video

Modifying Charts

Working with Excel Charts

Customising Slide Shows

Hiding Slides
Expanding Bullet Slides
Setting Up a Summary/Agenda Slide
Inserting Slides from another Slide Show
Creating Custom Slide Shows

Action Objects

Action Buttons
Using the Mouse to Cue Actions
Hyperlinks

Slide Transitions

Adding Transitions
Altering the Speed of Transitions
Altering the Order of Appearance

Using PowerPoint with Word

Sending Presentations to Word
Sending only Text to Word
Linking Presentations with Word

Working with Masters

Slide Masters
Notes Master
Handout Masters
Working with Templates

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk