

Duration 1 day

Pre Requisites

Delegates should have attended the one day PowerPoint Introductory course or should have attained a similar level of expertise.

Objectives

This course covers some of the more advanced aspects of PowerPoint and looks at additional features in tables, graphs, organisation charts and use of graphics. The delegate will also learn how to create slide masters and create more complex slide presentations.

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Presentation Design
Presentation Skills

Course Content

- **Advanced Formatting**
 - Inserting a Text Box
 - Changing Text Direction
 - Paragraph & Line Spacing
 - Copying Styles
 - Working with Bullets
 - Using the Ruler
 - Setting Tabs
 - Inserting a Symbol
- **Slide Masters**
 - Multiple Slide Masters
 - Creating a Template
 - Headers and Footers
- **More Advanced Tables**
 - Inserting/Deleting Rows & Columns
 - Changing the Table Design Changing Style Options
 - Using WordArt Styles
 - Merging and Splitting Cells
 - Drawing a Table
- **Pictures, Movies & Sound**
 - Inserting a Picture
 - Editing ClipArt and Pictures
 - Changing Picture Style
 - Cropping an Image
 - Breaking Up ClipArt
 - Using Zoom
 - Inserting a Movie Clip
 - Adding Sound
- **More Advanced Drawing**
 - Inserting WordArt
 - Grouping and Ungrouping Objects
 - Ordering Objects
 - Rotating and Flipping
 - Adding Shape Effects
 - Editing Freeform Drawings
 - Creating a Watermark
- **More on Charts**
 - Selecting the Data Source
 - The Chart Tools
 - Changing the Chart Type
 - Changing Chart Style
 - Adding Grid Lines
 - Data Labels & Data Table
 - Chart Animation
- **Custom Animation**
 - Adding Animation to Objects
 - Using a Motion Path
 - Animation Techniques
 - Creating Custom Shows
 - Packaging a Presentation
- **Working with Other Applications**
 - Inserting Slides from Other Presentations
 - Creating an Excel Worksheet Object
 - Linking to an Excel Spreadsheet
 - Copying from Word
- **Action Buttons & Hyperlinks**
 - Action Buttons
 - Testing Action Buttons
 - Changing Action Settings
 - Creating Hyperlinks
- **Adding Comments**
 - Adding a Comment
 - Viewing and Editing Comments
 - Deleting Comments
 - Hiding/Displaying Comments