

## PowerPoint Combined – 2 Days



### Course Objectives

Learn the fundamentals of creating PowerPoint Presentations. By the end of this course, students will be able to create, save and print presentations, create slides and modify slide setup, work with and format text, use the various editing views, work with the slide master and backgrounds, insert and work with clip art and pictures.

### Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage. This course assumes no knowledge of PowerPoint.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Office Specialist Exam

Following the PowerPoint Introduction/Intermediate and the PowerPoint Advanced course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **PowerPoint Comprehensive**.

### PowerPoint 2003 Orientation

- The PowerPoint Screen
- Using Menus and Toolbars
- Using Keyboard Shortcuts
- Using ShortCut Menus
- Understanding Settings
- Modifying Basic Options

### Working With Presentations

- Opening and Closing a Presentation
- Opening Several Presentations
- Switching Between Open Presentations
- Navigating a Presentation
- Using Zoom
- Switching Between Views
- Task Panes

### Creating A Presentation

- Designing a Presentation
- Presentation Methods & Hardware
- Creating a New Presentation
- Adding text using the Outline Pane
- Saving a Presentation
- Adding Slides and Text
- Previewing a Slide Show

### Text Techniques

- Text Layouts
- Adding text directly to a Slide
- Adding speaker notes
- Formatting Text
- Applying Simple WordArt
- Deleting a text Placeholder
- Editing text
- Changing text Formatting
- Changing text Case
- Changing text Colour
- Applying Shadows to text
- Changing text Alignment
- Adjusting Line Spacing
- Changing Bullet and Number Styles
- Using Undo and Redo

### Prepare Outputs

- Selecting Output Formats
- Spell Checking Presentations
- Changing the Slide Setup
- Duplicating, Moving and Deleting Slides
- Hiding and Showing Slides

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### Clip Art

- Inserting Clip Art
- Re-Sizing and Modifying Clip Art
- Rotating Clip Art
- Perusing your Clips
- Pasting from the Clipboard

### Working with Images

- Changing the Image Colour
- Recolouring an Image
- Cropping an Image
- Rotating and Flipping Images
- Converting an Image as a Graphic File

### Slide Masters

- Using Master Slides
- Modifying the Master Font
- Modifying the Bullet Colour and Shape
- Adding a Logo or Picture
- Adding Automatic Slide Numbers
- Adding Footer Text and Dates

### Drawing Objects

- Drawing Tools
- Arrows, Lines, Autosshapes
- Editing a Grouped Object
- Layering Objects
- Drawing Various Shapes
- Changing Fill, Line, Arrow Formatting
- Applying Shadows to Drawn Objects
- Rotating and Flipping Drawn Objects
- Aligning and Resizing Drawn Objects
- Bringing Drawn Objects Forward
- Duplicating, Moving and Deleting Objects

### Printing & Publishing

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Printing for Overhead Transparencies
- Web Page Preview
- Publish as Web Pages
- Printing Slides
- Printing Specific Slides

### Tables Charts & Diagrams

- Create a Table
- Creating a Chart
- Creating a Bar Chart
- Creating a Line Chart
- Creating a Pie Chart
- Modifying Charts
- Create an Organization Chart
- Modifying Organization Charts
- The Diagram Gallery
- Create a Diagram

### Organisation Charts

- Creating an Organisation Chart
- Editing Organisation Charts
- Adding Subordinates
- Changing Subordinate Layout
- Formatting Organisation Charts
- Formatting Organisation Chart Branches
- Adding an Assistant and Co-workers
- Removing Organisation Chart Positions
- Changing Hierarchical Structure

### Flowcharts

- Create a Flowchart
- Adding Connectors to Flowcharts
- Adding Text to Flowcharts
- Editing a Grouped Object

### Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Custom Object Animation
- Motion Paths
- Animating Diagrams
- Slide Transition
- Changing Custom Animation

### Slide Show Navigation

- Slide Sorter View
- Adding Speaker Notes
- Creating a Summary Slide
- Removing Slide Numbers
- Internal Hyperlinks
- Hyperlink to another Application
- Presenting a Slide Show



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### Templates & Colour Schemes

- About Templates & Colour Schemes
- Applying a Design Template
- Changing Design Templates
- Changing The Colour Scheme
- Adding Graphics
- Customising Bullets And Text Layout
- Creating a Template
- Creating a Greyscale Colour Scheme
- Using the Customised Template

### Importing into PowerPoint

- Copying & Linking Excel Tables
- Importing & Linking Excel Charts
- Importing Word Tables

### Media & Action Buttons

- Inserting a Movie Clip
- Inserting Sounds
- Action Buttons
- Creating Action Buttons
- Duplicating Action Buttons
- Creating AutoShape Action Buttons
- Assignment - AutoShape Action Buttons
- Testing Actions Buttons

### Set Up Shows

- Applying Timings for a Kiosk
- Set Up Show for Kiosk
- Set Up Show for Speaker
- Rehearsed Timings
- Package For CD

### Custom Slide Shows

- Creating a Customised Slide Show
- Running a Customised Slide Show
- Editing a Customised Slide Show

### Merging Information

- Creating Slides from a Word Outline
- Inserting Slides from other Presentations

### Macros

- Recording a Simple Macro
- Running a Macro
- Assigning a Macro to a Toolbar

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