

Module: MS PowerPoint Advanced

Mode: Classroom

Duration: 16 hours

This class is designed for students interested in learning the fundamentals needed to create and modify basic presentations. Students will learn the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

Course Outline

Review Powerpoint Basics

- Starting Microsoft PowerPoint
- Creating Slides
- Running a slideshow
- The Status Bar
- Closing a Presentation

Working with Tables and Charts - advanced

- Using Tables from Other Microsoft Office Applications
- Inserting and Formatting a Chart
- Using Charts from Other Microsoft Office Applications

Templates and Masters

- Creating and modifying templates
- Working with slide masters
- Modifying backgrounds and colour schemes

Importing and Exporting

- Importing and exporting between Word and PowerPoint
- Importing and exporting between Excel and PowerPoint
- Inserting slides from other presentations

Interactive Slide Shows

- Creating action buttons
- Inserting hyperlinks
- Multimedia Automation
- Adding animated pictures
- Adding sounds
- Adding videos/movies

Transitions and Animation

- Adding slide transitions
- Using and changing preset animation
- Using custom animations

Working with Objects

- Drawing and modifying lines/shapes/text boxes
- Aligning objects
- Rotating & flipping objects
- Grouping & ungrouping objects

Setting Up a Slide Show

- Create agenda and summary slides
- Organizing a Presentation in Sections
- Rehearse timings
- Slide set up options
- Creating self running presentations
- Package to a CD

Finalizing Microsoft PowerPoint Presentations

- Creating Custom shows
- Accessing Different Views of a Presentation
- Adding Speaker Notes
- Printing a Presentation