

## Course Outline - PowerPoint Advanced : a one-day training course

### Using templates and masters

- Create a presentation using a content template
- Create a presentation using the AutoContent Wizard
- Create a presentation from a design template
- Apply a design template to an existing presentation or to selected slides
- Modify the Slide, Title, Notes and Handouts Masters
- Work with multiple masters
- Insert headers and footers and slide numbering
- Remove background objects from a slide
- Design a template
- Use a custom design and add it to the AutoContent Wizard

### Customising presentation slides

- Change tab formatting
- Create a custom background with colours and fill effects
- Add textured and patterned backgrounds
- Customise a colour scheme
- Applying a colour scheme

### Using PowerPoint with other programs

- Understand Object Linking and Embedding
- Insert or paste a linked or embedded object
- Edit an OLE object
- Import text from Word
- Export an outline or slides to Word
- Create a new presentation from existing slides
- Copy a slide from one presentation into another
- Save a presentation in a different file format
- Save a slide as a graphic

### Using tables on slides

- Create a table in PowerPoint
- Modify a PowerPoint table
- Add a table from Word

### Using graphs and charts on slides

- Build a chart or graph using Microsoft Graph
- Enter and edit data in the Datasheet window
- Modify the chart type and formatting
- Add chart elements (legend, titles, data labels)
- Set defaults for new charts
- Import data to a datasheet from Excel
- Insert an Excel chart or worksheet

### Creating diagrams in PowerPoint

- Build an organisation chart
- Modify an organisation chart
- Create and modify a diagram

### Delivering a presentation

- Hide slides
- Add slide transitions
- Advanced animation techniques
- Set and rehearse automatic slide timings
- Add an action button
- Add links to slides within the presentation
- Add a presentation within a presentation
- Insert a hyperlink
- Automatically create a summary slide

### PowerPoint and the Internet

- Format a presentation for web publishing
- Publish a presentation to the web
- Save HTML to a specific target browser
- View a presentation on the web
- Send a presentation via email

# Microsoft PowerPoint Advanced

A one-day training course

## Course Aims

This one-day training course will enable students to create better business presentations using the advanced features of PowerPoint. Students will learn how to use templates, the Slide Master and colour schemes to create presentation designs and to incorporate tables, graphs, organization charts and transitions into slide shows. Students will also learn how to create action buttons, add hyperlinks and save a presentation for use on the Internet.

## Who Should Attend?

Existing users of Microsoft PowerPoint who want to use the more advanced features of this software to create slides with greater impact.

*Note* : A good basic working knowledge of PowerPoint is required. Students should be able to create, format, deliver and print a PowerPoint presentation that incorporates text, graphics and drawings.