



MICROSOFT POWERPOINT – INTERMEDIATE

Course Duration: 1 Day

1. Reviewing the Basics

2. Working With Tables/Organisation Charts

- Creating a Table
- Changing Table Attributes
- Creating an Organisation Chart
- Changing Organisation Chart Attributes

3. Working with Microsoft Graph

- Changing Graph Attributes
- Adding Visual Elements to a Graph
- Setting Graph Defaults

4. Working with the Drawing Tools

- Changing Object Properties
- Flipping and Rotating Objects
- Adding Graphic Text
- Drawing More Effectively
- Clip Art; AutoClipArt

5. Working with Different Views

- Slide View; Slide Sorter View
- Outline View; Notes Page View

6. Controlling the Overall Look

- Templates; Customising a Template
- Modifying the Notes Master and the Handout Page
- Saving a Template

7. Slide Show View

- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects; Rehearsing a Presentation
- Save as PowerPoint Show
- Using the Pack and Go Wizard

8. Using Multimedia

- Including Movie Clips in a Presentation
- Including Sound Clips in a Presentation
- Additional Locations of Clip Art, Pictures, Sound, Video
- Options for Movie and Sound Clips

9. Using PowerPoint with Other Programs

- Object Linking and Embedding
- Editing Linked and Embedded Objects