

Course Outline

PowerPoint

PowerPoint Level 1

Aimed at the novice user who needs to know the basics of good business presentation design using Text, Graphics & Animations

PowerPoint Level 2

Aimed at the self taught or anyone who is familiar with the essentials of PowerPoint & wants to create powerful presentations using Multimedia & Animation

Microsoft PowerPoint 2003 - Level 2

Delivering Powerful Presentations with Microsoft PowerPoint

Course Description

The skills and knowledge covered in this course are sufficient to build and enhance powerful, real-world presentations for sales, budgets, dubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

Pre-Requisites

This course assumes a working understanding of Microsoft PowerPoint and the ability to produce a basic presentation. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Outcomes

At the completion of this course, participants will be able to:

- Work with text in PowerPoint
- Create tables, charts and diagrams in a presentation
- Create organisational charts in presentations
- Create slide masters for use in presentations
- Insert tables from Microsoft Word and modify them in PowerPoint
- Create and use templates and colour schemes
- Import data into PowerPoint from a number of different applications
- Insert movie clips and sound waves and work with action buttons
- Set up an on-screen presentation
- Modify charts in a presentation

Course Details

Duration: 1 day
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Text Techniques

- Text Pointers
- Text Layouts
- Adding Text Directly To A Slide
- Adding Speaker Notes
- Formatting Text
- Applying Simple WordArt
- Deleting A Text Placeholder

Ø Tables Charts & Diagrams

- Create a Table
- Charts
- Create A Chart
- Modifying Charts
- Create An Organization Chart
- Modifying Organization Charts
- The Diagram Gallery
- Create A Diagram

Ø Organisation Charts

- Creating An Organisation Chart
- Editing Organisation Charts
- Adding Subordinates
- Changing Subordinate Layout
- Formatting Organisation Charts
- Formatting Organisation Chart Branches
- Adding An Assistant

Ø Slide Masters

- Using Master Slides
- Viewing The Slide Masters
- Modifying The Master Font
- Modifying The Bullet Colour
- Changing The Bullet Shape
- Adding A Logo
- Adding Slide Numbers

Ø Word Tables

- Inserting A Word Table
- Formatting A Word Table
- Entering Text In A Word Table
- Changing Column Width In A Word Table
- Adding Borders To Word Tables
- Adding Shading To Word Tables

Ø Templates & Colour Schemes

- About Templates & Colour Schemes
- Creating A Blank Presentation
- Changing The Colour Scheme
- Adding Graphics
- Customising Bullets And Text Layout
- Creating A Template
- Creating A Greyscale Colour Scheme
- Using The Customised Template

Ø Importing into PowerPoint

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

Ø 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

Ø Set Up Shows

- Applying Timings For A Kiosk
- Set Up Show For Kiosk
- Set Up Show For Speaker
- Rehearsed Timings
- Package For CD
- Unpacking A Presentation

Ø Modifying Charts

- Chart Elements
- Modifying Chart Data
- Modifying Chart Colour
- Deleting Data Series
- Modifying Chart Options
- Showing Chart Legends
- Modifying Chart Legends
- Adding Data Labels To A Chart
- Working With Pie Charts
- Modifying Chart Backgrounds

Ø General Computer Usage

- Obtaining Help – Sources In Print Form
- Displaying The Office Assistant
- Using The Office Assistant
- Disabling The Office Assistant
- Using Help Contents – PowerPoint 2002
- Using The Answer Wizard – PowerPoint 2002
- Using The Help Index – PowerPoint 2002