



Microsoft PowerPoint (Intermediate-Advanced)

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
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Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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MSPP02

Duration:

1 Full Day

Who should attend:

The skills and knowledge covered in this publication are sufficient to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more. This publication is primarily designed for people who need to enhance their current knowledge and skills in Microsoft PowerPoint 2003. It is ideal for people who work in areas where effective presenting of information is important.

Course Pre-requisites:

This publication 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.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft PowerPoint application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft PowerPoint Advanced
- Microsoft Office

Topics Covered:

Text Techniques

1. Text Pointers
2. Text Layouts
3. Adding Text Directly To a Slide
4. Adding Speaker Notes
5. Formatting Text
6. Applying Simple WordArt
7. Deleting a Text Placeholder

Importing into PowerPoint

1. Copying & Linking Excel Tables
2. Importing & Linking Excel Charts
3. Importing Word Tables

Set Up Shows

1. Applying Timings for a Kiosk
2. Set up Show for Kiosk
3. Set up Show for Speaker
4. Rehearsed Timings
5. Package for CD

Organisation Charts

1. Creating an Organisation Chart
2. Editing Organisation Charts
3. Adding Subordinates
4. Changing Subordinate Layout
5. Formatting Organisation Charts
6. Formatting Organisation Chart Branches
7. Adding an Assistant

Modifying Charts

1. Chart Elements
2. Modifying Chart Data
3. Modifying Chart Colour
4. Deleting Data Series
5. Modifying Chart Options
6. Showing Chart Legends
7. Modifying Chart Legends
8. Adding Data Labels to a Chart
9. Working with Pie Charts
10. Modifying Chart Backgrounds

Word Tables

1. Inserting a Word Table
2. Formatting a Word Table
3. Entering Text in a Word Table
4. Changing Column Width in a Word Table
5. Adding Borders to Word Tables
6. Adding Shading to Word Tables

Templates & Colour Schemes

1. About Templates & Colour Schemes
2. Creating a Blank Presentation
3. Changing the Colour Scheme
4. Adding Graphics
5. Customising Bullets and Text Layout
6. Creating a Template
7. Creating a Greyscale Colour Scheme
8. Using the Customised Template

Tables Charts & Diagrams

1. Create a Table
2. Charts
3. Create a Chart
4. Modifying Charts
5. Create an Organization Chart
6. Modifying Organization Charts
7. The Diagram Gallery
8. Create a Diagram

Media & Action Buttons

1. Inserting a Movie Clip
2. Inserting Sounds
3. Action Buttons
4. Creating Action Buttons
5. Duplicating Action Buttons
6. Creating AutoShape Action Buttons
7. Assignment - AutoShape Action Buttons
8. Testing Actions Buttons

Slide Masters

1. Using Master Slides
2. Viewing the Slide Masters
3. Modifying the Master Font
4. Modifying the Bullet Colour
5. Changing the Bullet Shape
6. Adding a Logo
7. Adding Slide Numbers