Microsoft PowerPoint 2

Overview

This course is for people who are comfortable with the PowerPoint basics but need to use special slide show effects, multimedia and create templates with custom themes and contents.

Aims and objectives

On completion of this PowerPoint course delegates will be able to:

- ✓ Create PowerPoint templates with slide masters
- ✓ Add special effects with animation and transition
- ✓ Create custom animation and a custom show
- ✓ Use hyperlinks and action buttons within a PowerPoint slide
- ✓ Present to a wider audience using the Pack and Go Wizard and the Viewer
- ✓ Import and export data from other applications
- ✓ Customise graphs and SmartArt graphics

Course Content

Outline Tab

- Creating a Bulleted List
- Collapsing & Expanding Slides
- Demoting, Promoting & Moving Text Lines

Multiple Presentations

- Viewing Multiple Presentations
- Copying Text & Slides Between Presentations
- Copying Slides with Drag & Drop
- Re-use Slides
- Copy slides with/without source formatting

Using Tables

- Creating a PowerPoint Table
- Inserting & Editing a Word Table
- Using Table AutoFormat
- User-Defined Table Styles

Themes

- Customising and Applying a Colour Scheme
- Saving & Deleting a Custom Theme
- Applying an Existing Theme

Master Slides

- Modifying master slides
- Creating new master slides

Custom slide shows

- Create multiple slide shows
- Link slide shows using custom slide shows

Adding Special Effects

- Applying an Animation Scheme
- Animation Painter
- Animating Text & Objects
- Setting Animation Timing
- Animating a Chart

Sound and video

- Inserting Sounds & Video
- Embed and Edit videos
- Bookmark Videos
- Changing Multimedia Settings
- Inserting Animated GIF's

Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings

Collaborating On a Presentation

- Sending a Presentation For Review
- Reviewing a Presentation
- Combining Reviewed Presentations
- Ending a Review
- Printing Reviewer Comments
- Group Presentation slides

Editing & Importing Charts

- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Importing an Excel Chart
- Creating Custom Charts
- Displaying Chart Axes & Gridlines
- Formatting Chart Axes & Gridlines
- Formatting the Scale of an Axis
- Inserting a Data Table

Using Organization Charts/Diagrams

- Creating a SmartArt Organization Chart
- Adding Text & Positions to Shapes
- Formatting Shapes
- Inserting a SmartArt Diagrams

Exporting Outlines & Slides

- Exporting Notes & Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic