

This hands-on course is suitable for users who need to enhance their skills in PowerPoint. Delegates will increase their expertise with charts, screen shows and animation effects

Pre-requisites

To fully benefit from this course, attendees are expected to be confident users of PowerPoint and be familiar with the topics covered in the PowerPoint Core course. A basic understanding of word-processing and spreadsheet concepts is also desirable

Who Would Benefit

Experienced users of PowerPoint.

Objectives

On completion of the course, delegates will be able to:

- Gain a better understanding of how to use graphic objects
- Examine the concepts of embedded and imported information using applications such as Word and Excel
- Enhance a presentation by using animation
- Use Meeting Minder to extend presentations to a wider audience

Course size: Maximum 6 delegates

Duration: One day

Course Content

Using the Slide Master

Working with the Slide Master · Formatting the Slide Master · Adding Placeholder Information · Formatting the Title Master · Changing a Font for a Presentation

Editing Notes and Handout Masters

Working with the Notes Master · Formatting the Notes Master · Adding a Notes Master Placeholder · Formatting the Handout Master · Adding a Handout Master Placeholder

Editing Multiple Presentations

Viewing Multiple Presentations · Copying Text between Presentations · Copying Slides between Presentations · Moving Slides between Presentations

Creating Custom Charts

Displaying Chart Axes · Displaying Chart Gridlines · Formatting Chart Gridlines · Formatting Chart Axes · Formatting the Scale of an Axis · Adding a Chart Title · Changing the Data Series · Adding a Drawing Object to a Chart · Adding Text to a Chart · Inserting a Data Table

Editing and Importing Charts

Editing Charts · Formatting the Chart Data Markers · Repositioning the Legend · Formatting the 3-D View of a Chart · Dragging to Adjust a 3-D Chart · Exploding a Pie Chart · Selecting Chart Options · Importing an Excel Chart

Adding Special Effects

Selecting Preset Animation Effects · Adding Custom Animation Options · Setting Animation Timing · Animating a Chart · Inserting Sounds and Video · Changing Multimedia Settings · Inserting Animated GIF's

Setting Up the Slide Show

Setting Automatic Slide Timings · Setting Up a Slide Show to Run · Hiding a Slide · Rehearsing Slide Transition Timings

Exporting Outlines and Presentation Slides

Exporting Notes and Handouts to Word · Exporting an Outline to Word · Saving a Slide as a Graphic · Exporting Slides · Exporting to 35mm Slides · Exporting to Colour Overheads or Prints

Presenting to a Wider Audience

Sharing Presentation Ideas · Embedding the Fonts in a Presentation · Using the Pack and Go Wizard · Using the PowerPoint Viewer · Using Meeting Minder · Previewing a Presentation as a Web Page · Formatting a Presentation for the Web · Scheduling an Online Meeting · Scheduling a Broadcast · Starting a Broadcast

Customizing Toolbars

Creating a Custom Toolbar · Adding/Removing Toolbar Buttons · Deleting a Custom Toolbar