

MS-PowerPoint

Introduction To MS-PowerPoint

- Opening PowerPoint
- Starting a presentation
- The various aspects of a slide
- The toolbars in PowerPoint
- The views in PowerPoint
- Creating a new slide
- The various types of slides
- Entering information into the various slides
- Re-ordering slides
- Deleting slides
- Viewing the presentation as a slide show
- E mailing the completed presentation
- Printing the presentation
- Saving the presentation
- Inserting charts
- Inserting diagrams
- Inserting pictures
- Inserting tables

Duration: 1 day **Pre Requisites:** Introduction to PCs

Intermediate MS-PowerPoint

- Editing the presentation
- Using tabs in the presentation
- Editing paragraphs
- Adding advanced bullets and numbering
- Adding advanced borders and shading
- Using motion pictures
- Using sound
- Using movies
- Recording sound
- Adding animations
- Adding transition effects
- Using corporate colours
- Using slide masters
- Using text templates
- Editing charts
- Editing diagrams

Inserting pictures from the web
Editing tables
Saving documents as a web page

Duration: 1 day **Pre-requisites:** MS-PowerPoint Introduction

Advanced MS-PowerPoint

Enhancing charts
Adding an organisational chart
Inserting a link to a word or Excel table and wordart
Templates and slide master
Slide show
Viewing and enhancing a slide show
Speaker's notes PowerPoint and the web
Advanced sound effects
Advanced movie effects
Online meeting arrangements to view a presentation
Creating hyperlinks
Using macros

Duration: 1 day **Pre-Requisites:** MS-PowerPoint Intermediate