

Microsoft PowerPoint XP or 2003

Target Audience

This can be either a one day crash course or a two day course for inexperienced users or users requiring a very in depth understanding. Aimed at delegates wishing to learn how to prepare professional presentations in PowerPoint, making the most of its functionality including multimedia effects.

Course Details

This is a structured one/two day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- Understand how to use design templates and masters to maintain consistency in presentations.
- Learn how to create templates and setup and use colour schemes.
- Design a presentation using different slide types
- Apply special effects to a presentation

Course Content

- Designing a presentation from scratch
- Working with text, bullets, tables and drawing objects
- Understanding design templates and multiple masters
- Understanding the slide masters and colour schemes
- Creating charts to effectively display data
- Inserting diagrams such as organisation charts, venn diagrams and cycle diagrams
- Inserting clipart and pictures
- Aligning objects on a slide
- Rotating and flipping objects
- Using Different views
- Managing your presentation - sorting slides, deleting slides, copying and moving slides
- Adding animation and transition effects
- Hyperlinks
- Using sound and video
- Setting up the Slide Show
- Tips and shortcuts