

Mastering Microsoft PowerPoint

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how to use all aspects of PowerPoint. This is a comprehensive cover of creating presentations that include tables, charts, pictures, audio, video, animation and transitions. The aim is to teach participants how they can benefit from tools in PowerPoint such as Custom Shows, Presentation tools, Photo Album, Rehearse Timings, and various methods of packaging your presentation. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a PowerPoint course in a very long time or those making the transition from an older version of PowerPoint. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

NEW PRESENTATION

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|--|---|
| <input type="checkbox"/> CREATING A NEW PRESENTATION | <input type="checkbox"/> SCREEN; RIBBON & QUICK ACCESS TOOLBAR |
| <input type="checkbox"/> SCREEN; NOTES PANE, VIEWS & SLIDES PANE | <input type="checkbox"/> VIEWS; NORMAL, READING & SLIDE SORTER |
| <input type="checkbox"/> VIEW; SLIDE SHOW & PRESENTATION TOOLS | <input type="checkbox"/> SAVING, CLOSING, OPENING PRESENTATIONS |

THEMES, THEME COLOURS, EFFECTS and FONTS

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|---|---|
| <input type="checkbox"/> WORK WITH THEMES, COLOURS, FONTS & EFFECTS | <input type="checkbox"/> OPTIONS, UNDO & REDO |
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PAGE SETUP and SLIDE MASTERS

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|--|--|
| <input type="checkbox"/> SLIDE ORIENTATION ETC. | <input type="checkbox"/> CHANGE SLIDE LAYOUT |
| <input type="checkbox"/> HEADERS & FOOTERS, SLIDE NUMBERS, DATE & TIME | <input type="checkbox"/> TEXT BOXES & PLACEHOLDERS |

FORMATTING TEXT and PARAGRAPHS

| | |
|--|--|
| <input type="checkbox"/> USING THE FORMAT PAINTER | <input type="checkbox"/> CUTTING, COPYING AND PASTING TEXT |
| <input type="checkbox"/> FONT, FONT SIZE, BOLD, ITALIC, UNDERLINE ETC. | <input type="checkbox"/> AUTOFIT OPTIONS |
| <input type="checkbox"/> ALIGNMENT, SPACING & INDENTATION | <input type="checkbox"/> QUICK STYLES |

SLIDES

| | |
|--|---|
| <input type="checkbox"/> INSERTING, DELETING, DUPLICATING SLIDES | <input type="checkbox"/> REUSING SLIDES FROM AN EXISTING PRESENTATION |
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BULLETS and NUMBERING

| | |
|---|---|
| <input type="checkbox"/> START, STOP & FORMAT BULLETS | <input type="checkbox"/> PROMOTING AND DEMOTING BULLETED TEXT |
| <input type="checkbox"/> START, STOP & FORMAT NUMBERING | <input type="checkbox"/> PROMOTING AND DEMOTING NUMBERED TEXT |

ANIMATION

| | |
|--|---|
| <input type="checkbox"/> INSERTING, CHANGING & REMOVING ANIMATIONS | <input type="checkbox"/> ANIMATION PANE |
| <input type="checkbox"/> ENTRANCE, EMPHASIS & EXIT EFFECTS | <input type="checkbox"/> MOTION PATHS |

TEXT BOXES

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|--|--|
| <input type="checkbox"/> INSERTING, REMOVING & SIZING TEXT BOXES | <input type="checkbox"/> COLUMNS, FORMATTING & ROTATING TEXT |
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PROOFING TOOLS

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|---|------------------------------------|
| <input type="checkbox"/> SPELLING CHECKER | <input type="checkbox"/> THESAURUS |
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WORDART

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|--|---|
| <input type="checkbox"/> INSERTING, MODIFYING AND DELETING WORDART | <input type="checkbox"/> FORMATTING, SHAPING & QUICK STYLES |
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SMARTART

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|--|---|
| <input type="checkbox"/> CREATING, MODIFYING SMARTART DIAGRAMS | <input type="checkbox"/> FORMATTING & QUICK STYLE EFFECTS |
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TABLES

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|---|--|
| <input type="checkbox"/> INSERTING & DRAWING TABLES | <input type="checkbox"/> FORMATTING TABLES & INSERTING MS EXCEL TABLES |
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CHARTS

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|---|--|
| <input type="checkbox"/> INSERTING & MODIFYING CHARTS | <input type="checkbox"/> FORMATTING & ANIMATING CHART ELEMENTS |
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MULTIMEDIA, GRAPHICS, MOVIES and SOUNDS

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|---|---|
| <input type="checkbox"/> INSERTING PICTURES | <input type="checkbox"/> CORRECTIONS, COLOUR & ARTISTIC EFFECTS |
| <input type="checkbox"/> INSERTING MOVIES & SOUND | <input type="checkbox"/> CUSTOMISING PLAYBACK OPTIONS |

DRAWING AND EDITING TOOLS

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|---|---|
| <input type="checkbox"/> INSERTING ILLUSTRATIONS AND SHAPES | <input type="checkbox"/> USING GRIDLINES, GUIDES & RULERS |
| <input type="checkbox"/> ALIGNMENT, ORDER, GROUPING CONTENT | <input type="checkbox"/> |

VIEWS, NOTES and HANDOUTS

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|---|--|
| <input type="checkbox"/> WORKING WITH VARIOUS VIEWS | <input type="checkbox"/> CUSTOMISING MASTERS |
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PRINTING YOUR PRESENTATION & SENDING POWERPOINT FILES TO WORD

APPLYING, MODIFYING AND DELETING TRANSITIONS

REHEARSE TIMINGS

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|--|--|
| <input type="checkbox"/> CUSTOMISING REHEARSED TIMINGS | <input type="checkbox"/> SETTING SLIDE SHOW OPTIONS |
| <input type="checkbox"/> USING THE PRESENTATION TOOLS | <input type="checkbox"/> SHOWING A PRESENTATION WITH DIFFERENT RESOLUTIONS |

SAVING AS A POWERPOINT SHOW & PACKAGING PRESENTATIONS

REVIEWING PRESENTATIONS

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|--|--|
| <input type="checkbox"/> INSERTING, NAVIGATING, MODIFYING COMMENTS | <input type="checkbox"/> SHOWING AND HIDING MARKUPS & PRINTING |
|--|--|

CUSTOM SHOWS & INSERTING PHOTO ALBUMS

MICROSOFT POWERPOINT SHORTCUT KEYS