

MS POWERPOINT INTERMEDIATE / ADVANCED

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Overview:

This course builds on the introductory course and focuses on running presentations and inserting animation

Essential:

Before you attend this course it is recommended that you complete the Introduction course or its equivalent.

Module 1

Existing Presentations

Presentation Discussion
Using AutoContent Wizard
Create a Template
AutoContent Wizard
Saving a Presentation
Save as Show

Module 2

Running a Show

Pausing
Screen Effects

Module 3

Creating Presentations

Create a Presentation in Outline
Send to Word
Send to PowerPoint
Hide Slides
Custom Show
Slides from Files

Module 4

Global Changes

Use Slide Master
Colour Scheme
Apply Design

Module 5

Animation

Insert Clips
Insert Movie
Create a Graph
Manipulate a Graph
Set Custom Animation

Module 6

Interactive Presentation

Set Timing
Slide Show Setup
Create a Hyperlink
Use Call out Shapes
Save as Web Page