Meteor IT

Training Course Outline

Microsoft PowerPoint - Intermediate

Duration: **3 hours**

Overview and pre-requisites

This course is intended for frequent users of PowerPoint who want to build on their existing skills and use more of the features available to improve the quality and professional appearance of their slideshows. Use of shortcuts and "best practices" will help to reduce the time spent in creating the slideshow, and allow more time to be concentrated on the all-important content.

Attendees should be familiar with the core functions of PowerPoint; this course will involve using these skills in performing common tasks such as inserting text, pictures and drawings and formatting these as required to demonstrate and practice more advanced techniques. Specifically, trainees should be confident with the following features:

- Using the different modes and views– slide editor, slide sorter, outline, slide show
- Adding new slides of an appropriate type, formatting text and bullets
- Creating diagrams using shapes, lines, arrows, text boxes and pictures
- Presenting and printing a slide show

Specific topics to be covered

Delegates will gain experience using more complex features of PowerPoint:

- Changing the slide and title masters to change colour schemes and backgrounds
- Applying a design or layout to an existing slide or slides
- Setting up slide transition and custom animation for text by paragraphs
- Move and copy slides within and between presentations
- Understanding the impact of inserting large files such as pictures or embedded spreadsheets, and how to avoid this
- Editing images before inserting into a slideshow, replacing multiple images with a single one using Paste Special
- Using copy / paste as picture, particularly for Excel charts

© *Meteor IT Ltd. 2007* Company number 5486198. Registered office: 3 Montagu Place, Leeds, LS8 2RQ.
Tel: +44 (0)113 248 7125. Email: info@MeteorIT.co.uk Website: www.meteorit.co.uk