



# Presentation Software Training

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## Microsoft PowerPoint: Introduction to Advanced

### Overview & objectives

This two-day course is designed to help a delegate to obtain the skills required to create and deliver a slide show. A delegate will learn to add various types of different objects to slides, such as charts (graphs), tables, clipart and pictures as well as diagrams. A delegate will also learn to create interactive presentations using action settings and hyperlinks.

### Course Prerequisite

Microsoft Windows

### Who should attend?

Any delegate wanting to obtain skills in using presentation graphics software, such as designing slides and delivering a slide show.

### Course Outline

This course consists of 9 modules	
<b>Module One</b>	What is PowerPoint?; Starting PowerPoint; Creating a Blank Presentation; PowerPoint Presentation Window; Menu Bar; Personalized / Expanded Menus; Shortcut Menus; Toolbars; Customize Toolbar Buttons; PowerPoint Views; Task Panes; Getting Help / Office Assistant; Close a Presentation; Open an Existing Presentation; Close PowerPoint
<b>Module Two</b>	Create a New Presentation; Create a New Slide; Choose a Slide Layout; Entering Text in Slides; Create a Title Slide; Apply a Slide Design; Changing Colour Schemes; Customize A Colour Scheme; Change Background Colour of Slide; Exploring Master Views; Create a Bulleted List; Add Speaker Notes; Save a Presentation; Add Presentation Properties; Grayscale or Pure Black & White View; Adding a Header & Footer; Slide Setup; Print Preview & Printing
<b>Module Three</b>	Working with Text; Font / Size / Colour; Adding Symbols; Textboxes; Undo & Redo; Cut / Copy / Paste; Enhancing the Bulleted List; Find & Replace Text; AutoCorrect Options; Line Spacing; Paragraph Indentation; Using Tabs; Spell Check; Change the Case of Text
<b>Module Four</b>	What is a Chart; Selecting a Chart Type; Using 3-D Effects; Editing a Datasheet; Working with Cells; Format Numeric Values; Create XY Charts; Modifying / Formatting Charts; Trend Lines; Importing Chart Data; Line Charts; Vertical Stacked Bar Charts; Combination Charts; Pie Charts; Tables; Organization Charts; Diagrams
<b>Module Five</b>	Drawing Objects; Move & Size Objects; Group / Ungroup Objects; Align / Distribute Objects; Stacking Objects; Rotate Objects; Flip Objects; Cut / Copy / Paste Objects; Shadows & 3-D Effects; Colour & Fill Effects; Format Painter; AutoShapes; Typing Text in a Shape; Call Outs; WordArt; ClipArt
<b>Module Six</b>	Slide Sorter View; Running a Slide Show; Set up a Slide Show; Add Transitions & Timing; Adding Transition Sound; Blackout or Whiteout the Screen; Using Builds Effectively; Use On-Screen Navigation Tools; Create a Hidden Slide; Using a Custom Show
<b>Module Seven</b>	Outline View; Promoting & Demoting Text; Keyboard Shortcuts; Move Up & Move Down; Expanding & Collapsing Levels; Expand All & Collapse All; Create a Summary Slide
<b>Module Eight</b>	Object Linking & Embedding; Save a Presentation Template; Packaging a Presentation; Working with Macros; Recording a Macro; Running a Macro; Managing Macros; Collaborating with other People; Email a Presentation for Review; Review a Presentation; Adding Comments to a Slide; Copy, Edit or Delete a Comment; Publish a Presentation on the Web
<b>Module Nine</b>	Animation; Exploring HTML; Creating an Action Button; Making Action Button Settings; Formatting Action Buttons; Insert a Hyperlink - Action Settings; Internal Hyperlinks; Hyperlink to Another Application; Animating Text and Objects; Motion Paths; Animation on Chart Objects; Working with Video Clips; Inserting Sound from File; Adding a CD Soundtrack

### Additional Information

<b>Duration</b>	2 days
<b>Cost</b>	R1 830,00 (excl. VAT)
<b>Includes</b>	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards. Accreditation Number - ACC/2007/02/603.