



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS PowerPoint (Introduction to Advanced)

Overview

This two-day course is designed to help delegates to obtain the skills required to create & deliver a presentation.

Objectives

- Applying a Theme to your Presentation
- Create & Edit Charts
- Working with the Slide Master & adding Header & Footer Elements
- Using Slide Transition & Animation
- Create Hyperlinks & Photo Albums
- Adding Music to a Continuous Presentation

Course Prerequisite

MS Windows & Internet (Introduction)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

Anyone who needs to enhance their presentations by using text, shapes, graphics, diagrams and also to add transitions, animation & sound.

Course Outline

This course consists of the following 10 modules	
Module 1	What is PowerPoint?/Creating a Blank Presentation/Understanding the PowerPoint Interface/PowerPoint Views/Backstage View/Opening & Closing a Presentation/Exit PowerPoint
Module 2	Creating a New Presentation/Creating a New Slide/Choosing a Slide Layout/Creating a Title Slide/Applying a Theme to your Presentation/Adding Speaker Notes/Saving the Presentation as a Slide Show/Changing the Slide Size/Preview & Print a Presentation.
Module 3	Working with Text/ Formatting Text/Adding Symbols/Creating Text Boxes/Undo & Redo/Cut, Copy & Paste Text/Creating & Enhancing Bulleted Lists/Line Spacing/Paragraph Indentation/Setting Tabs/Spell Check/Changing the Case of Text.
Module 4	Creating Charts/Types of Charts/Working with the Datasheet/Work with Cells/Clear & Deleting Rows & Columns/Formatting Charts/Inserting Excel Charts/Creating Tables/Edit & Format Tables.
Module 5	Drawing Shapes/Grouping & Ungrouping Shapes/Aligning & Distributing Shapes/Change the order of Shapes/Rotate & Flip Shapes/Cut, Copy & Paste Shapes/Duplicating Shapes/Formatting Shapes/Adding Text to Shapes/Change the appearance of a Shape/Adding Text to Shapes/Using Callouts/Inserting & Modifying Pictures.
Module 6	Using SmartArt Graphics/Using the 3D Format/Converting Text to a SmartArt Graphic/Converting a SmartArt Graphic to Shapes or Text/ Create an Organisational Chart/Adding Subordinate Shapes/Formatting Text.
Module 7	Apply a Theme to your Presentation/Change the Colour Scheme of a Theme/Customize a Colour Scheme/Exploring Master Views/ Modifying the Slide Master/Header & Footer Elements to Slides, Notes and Handouts.
Module 8	Slide Sorter View/Duplicate Slides/Run a Slide Show/Guidelines for creating a Slide Show/Adding Transitions to a presentation/Work with Transition Timings/Adding Animation to Objects, such as Text, Charts and SmartArt Graphics/Hide Slides/Creating Custom Slide Shows.
Module 9	Using Outline View to rearrange Slides/Creating a Summary Slide.
Module 10	Templates/Building Custom Templates and Themes/Create Action Buttons/Action Settings/Internal & External Hyperlinks/Inserting Video Clips/Inserting Sound/Adding Sound to a continuous Presentation/Setup a Slide Show to Play Automatically/Creating & Editing Photo Albums/Package a Presentation for CD/Package & Run a Presentation.

Additional Information

Duration	2 Days	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire