

## MS PowerPoint - Intermediate Level

The course gives delegates the knowledge to:

- Customise PowerPoint
- Use Tables, Organization charts, Graphs ,Excel Spreadsheets in the presentation
- Enhance presentations by Drawing Objects, Applying Colours to Objects, Rotating Objects, Grouping Objects
- Use Themes and Master Slides
- Understand how to view slide shows
- Save a presentation in HTML format and present on web.
- Run, edit and delete Macros.

### Course Topics

#### Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

#### 1. Customising PowerPoint

- Change the default format of the blank presentation
- Add-in programs

#### 2. Working with Objects

- Tables
- Organisation Charts
- Creating Charts
- Excel worksheet
- Video Clips

#### 3. Drawing Tools

- Drawing Options
  - Drawing Shapes
  - AutoShapes
  - Editing Shapes
- Group and Ungroup objects
- Create New Shapes

### Audience

This course is for those who need to create intuitive presentations for paper, screen or web output.

### Course duration

One day

### Pre-requisites

Delegates should have an understanding of PowerPoint at the standard competency user level.



continued over 

## Course Topics continued:

### 4. Controlling the Overall Look

- Presentation Designs
  - Design Theme
  - Apply a colour scheme
  - Create a custom colour scheme
- Working with the Master Slide
  - Make a slide that differs from the master
  - Make an object appear on every slide in the presentation
- Templates

### 5. Slide Shows

- Viewing a presentation
  - Running Slide Shows
  - Electronic presentations
- Animating Slides
  - Animation effects
- Add transitions
- Slide timings
  - How to set slide timings while rehearsing
- Annotate on slides
- Create a loop slide show
- Package for CD
- Creating a Video
- Presenter View

### 6. PowerPoint on the Web

- Conferencing
- Hosting an online meeting
- Collaborating in an online meeting
- Presentations on the Internet
- Save a presentation in HTML format
- About hyperlinks in presentations

### 7. Using Macros in PowerPoint

- Automating tasks you perform frequently
  - Record a macro
  - Run a macro
- Edit a macro (Basics)
- How to delete a macro
- Attach a macro to the Quick Access bar

## Exam details

There is no exam at the end of this course.