



Microsoft PowerPoint Workshops

Advanced

Introduction

Microsoft PowerPoint is one of the world's best selling graphics packages. With PowerPoint you can create powerful overheads, 35mm slides or PC presentations, as well as speaker's notes and audience handouts.

Course aims

This intensive, hands-on one-day training course is designed to teach delegates the fundamentals of using Microsoft PowerPoint 2007 to expand on the user's knowledge and show them how to create sophisticated presentations using some of the advanced features.

Objectives

To give a comprehensive insight into the main PowerPoint advanced features. The knowledge gained will enable students to produce a wide range of business graphics efficiently and effectively to assist in daily IT tasks.

Designed for

The course is intended for existing users with a good working knowledge and understanding of PowerPoint who want to expand on their capabilities in a short space time. Delegates should have attended our "Microsoft PowerPoint Introduction" course or attained a similar level of proficiency.

Duration

One day training course

Topics

- Review of basic skills
- Advanced features
- Using Style Checker
- Creating Templates
- Creating custom colour schemes
- Copying slides between presentations
- Creating and Customising Word Art
- Changing Object Default Attributes
- Modifying Clip Art
- Adding your own art to the Clip Art Gallery
- Adding comments to the presentation
- Importing and converting files from another Office Program
- Linking and Embedding Objects
- Creating Agenda Slides
- Creating and Editing Custom Shows
- Animating Text and Objects
- Inserting a CD track on a slide
- Inserting sounds on slides

For further information call

01252 406420

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- Inserting Video Clips
- Adding, editing and removing hyperlinks
- Setting a program to open during a slide show
- Setting an OLE object to open during a slide show
- Annotating slides during a slide show
- Using the meeting minder
- Using the Powerpoint Viewer
- Using Pack and Go
- Running a Presentation Conference
- Creating a Presentation to use on the Internet
- Customising the Toolbars and Menus
- Using Action Buttons

Follow up

Word 2007 or Excel 2007 Advanced courses (1 day)

Cost

£185 + vat per person (maximum 8 persons per course – inclusive of lunch)

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