

Objectives An in-depth look at the techniques that Microsoft PowerPoint provides. Master Layouts; Slide Content; Animation Effects; Slide Shows.

Prerequisites Some experience in using/creating a Presentation would be beneficial.

Duration 1 day

The topics covered on the course are,

1 New Presentations

- Blank Presentations
- Using a Template
- Picking a Theme
- From an Existing Presentation

2 Templates and Themes

- Understanding the Difference
- Slide Masters and Layouts
- Revising a Slide Layout
- Creating a New Layout
- About Themes
- Creating a Templates

3 Importing Data

- About Importing Text
- Creating a Presentation from an Outline
- Inserting an Outline into a Presentation
- Importing Slides

4 Slide Content

- Working With Shapes
- Working With Text
- Working With SmartArt
- Working With Charts
- Working With Pictures
- Working With Sound
- Working With Video

5 Working With Slide Shows

- Options for of Viewing a Slide Show
- Setting the Transitions
- Animation Effects
- Creating Custom Shows

6 Shows Presented by a Speaker

- Setting up the Slide Show
- Running the Slide Show
- Using the On-Screen Menu
- Navigating between Slides
- Using the Electronic Pen
- Blanking the Screen
- Creating Speaker Notes

7 Shows Browsed by and Individual

- Setting up the Slide Show
- Running the Slide Show
- Using the On-Screen Menu
- Adding User Interaction
- Action Buttons
- Hyperlinks

8 Shows Browsed at a Kiosk

- Setting up the Slide Show
- Adding Timings to the Slides
- Rehearsing the Timings