



Microsoft PowerPoint Intermediate

It is essential that delegates be proficient PC and Windows 98/NT/ME/XP users.

Pre-requisites

Delegates should have attended our 1 day Microsoft PowerPoint Basic course.

Course Objectives

By the end of the course delegates will be able to create their own presentation templates as well as customise existing templates for use in their presentations.

They will also be able to prepare their presentation for web delivery via the internet or a network.

Course Content

0930hrs to 1630hrs

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| <ul style="list-style-type: none">• Graphs<ul style="list-style-type: none">○ Build a graph○ Import Graph○ Import data from Excel• Modify slide sequence in Outline mode• Customise layout colour scheme• Create and edit drawn objects<ul style="list-style-type: none">○ Add sounds and movies○ Add scanned image○ Edit and customise clipart• Use custom animations | <ul style="list-style-type: none">• Save for internet / kiosk use• Import text from Word• Creating Templates<ul style="list-style-type: none">○ Create a custom background○ Adding headers and footers○ Save as template• Check styles• Use Pack and Go to save for use on another computer• Export to 35mm slides |
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