
Microsoft PowerPoint Advanced

Course objectives

This extremely practical 1-day course furthers the delegate's knowledge and skills in Microsoft PowerPoint. It will provide "hands on" experience of many of the features found in this product.

Target Audience

Users of Microsoft PowerPoint or any other presentation package

Assumed Knowledge

Delegates should be familiar with the Introductory course in Microsoft PowerPoint or similar and have some knowledge of the Internet.

Course Agenda

Tools

- Use AutoCorrect
- Use Pack and Go
- Use the Conferencing Facility
- Use the Meeting Minder Facility
- Record a Narration
- Use the Projector Wizard

Templates

- Create a Template
- Create a Design Template
- Create a Content Template

Macros

- Record a Macro
- Run a Macro

Comments

- Insert Comments
- Hide and View Comments

Customisation

- Change the Appearance of Toolbars

Slides

- Insert from other Presentations
- Create Duplicate Slides
- Change Background Colour
- Add Slide Background Picture
- Change Slide Background Picture
- Hyperlink between Slides
- Insert Movies and Sound
- Apply Animation Play Settings
- Download Animations from the Web

Slide Shows

- Custom Shows
- Rehearse a Slide Show

The Internet

- Publish a Presentation to the Web
- Update an Existing Web Page
- Insert Website addresses
- E-mail a Presentation as an Attachment