

MICROSOFT POWERPOINT – ADVANCED COURSE OUTLINE

APPLICATION	MICROSOFT POWERPOINT
LEVEL	ADVANCED
DURATION	ONE DAY
WHO SHOULD ATTEND	The course is designed for users who are confident with the basic features available within PowerPoint but want to extend their knowledge to some of the more advanced features, and maximise the use of PowerPoint's most advanced multimedia features.

OBJECTIVES

At the end of the course the delegate will be able to:

Outline View	create a presentation using outline view
Speakers Notes & Handouts	create speakers notes and different handouts for the presentation
Templates	create user-defined templates for presentations incorporating graphics
WordArt	use Microsoft WordArt to create special text effects
Equations	use Microsoft Equation to add equations to your slides
Objects	insert linked and embedded objects into the presentation
Sound	create slides that incorporate sound for advanced slide shows
Movies	insert and control movie clips in slides for advanced slide shows
Slide sorter functions	create slides with different transition and build effects for advanced slide shows
Animation Effects	set custom and pre-set animation effects in slide shows
Animation Schemes	use animation schemes on the entire presentation
Advanced Slide shows	create slide timings and run the slide show, navigate within the slide show, use Action Buttons to jump to other slides, play sounds or movies.
Package for CD	use the viewer for viewing presentations without the need for PowerPoint