



Course Content
PowerPoint Advanced
Duration: 1 Day
Unit Standard 258880

Overview

Design Considerations

Mind Mapping

Advanced Object Functions

- Grids, guides and co-ordinates
- Distribution and nudging
- Shadows and Semi-Transparency
- Format Painter
- Rescale an image keeping proportion.
- Mirror Duplicates and colour options
- Layered images to create soft edges
- Setting Object and text defaults

Flowcharts

- Creating a flowchart
- Formatting flowchart objects

Backgrounds

- Background fills
- Company Logo as background
- Master backgrounds

Graphs

- Create a combination graph
- Formatting Bar Charts
- Chart Titles

Animation

- Animate Objects and Placeholders
- Animate Clip Art and charts
- Sequence of Animation Effects
- Animation Schemes

Video And Sound

- Inserting sound and video clips



- Adding pictures to ClipArt
- Insert a digital photo

Slide Show Control

- Transition timings
- Looping
- Advance Slides Manually
- Show without Animation

Custom Shows

- Creating hyperlinked shows

Ink Annotation

- Show / Hide Ink Annotations

AUTOCONTENT WIZARD

Hyperlinks

- Terminology
- Using hyperlinks and action buttons
- Linking and embedding
- Updating data linked to a presentation

Macros

- Recording a macro
- Assign macro to a custom button

Templates

- Customising built-in templates
- Create your own Design Template
- Content templates

Printing & Exporting Slides

- Print slides in a variety of formats
- Speaker's Notes & Handouts
- Sending Slides to Word: Handouts

PUBLISHING PRESENTATIONS

Resizing Web Graphics

Saving Slides As Graphics

- Save a slide in a different format.
- Save a picture in a presentation as a separate file.

Compressing Graphics

Open Ms Picture Manager

Extras

- Bullet Spacing
- Creating a Slide List
- Fit More Text in a Placeholder or AutoShape
- Using text layering and multiple fonts

Saving A PowerPoint Slide Show

Summary Slides

Giving The Presentation

- Using a Projector
- Tips for Presenting

Style Checker

Presenters Tools

Keyboard Shortcuts



The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.



Course Content
PowerPoint Advanced
Duration: 2 Days
Unit Standard 258880

Overview

Design Considerations

Mind Mapping

Advanced Object Functions

- Grids, guides and co-ordinates
- Distribution and nudging
- Shadows and Semi-Transparency
- Format Painter
- Rescale an image keeping proportion.
- Mirror Duplicates and colour options
- Layered images to create soft edges
- Setting Object and text defaults

Flowcharts

- Creating a flowchart
- Formatting flowchart objects

Backgrounds

- Background fills
- Company Logo as background
- Master backgrounds

Graphs

- Create a combination graph
- Formatting Bar Charts
- Chart Titles

Animation

- Animate Objects and Placeholders
- Animate Clip Art and charts
- Sequence of Animation Effects
- Animation Schemes

Video And Sound

- Inserting sound and video clips



- Adding pictures to ClipArt
- Insert a digital photo

Slide Show Control

- Transition timings
- Looping
- Advance Slides Manually
- Show without Animation

Custom Shows

- Creating hyperlinked shows

Ink Annotation

- Show / Hide Ink Annotations

AUTOCONTENT WIZARD

Hyperlinks

- Terminology
- Using hyperlinks and action buttons
- Linking and embedding
- Updating data linked to a presentation

Macros

- Recording a macro
- Assign macro to a custom button

Templates

- Customising built-in templates
- Create your own Design Template
- Content templates

Printing & Exporting Slides

- Print slides in a variety of formats
- Speaker's Notes & Handouts
- Sending Slides to Word: Handouts

PUBLISHING PRESENTATIONS

Resizing Web Graphics

Saving Slides As Graphics

- Save a slide in a different format.
- Save a picture in a presentation as a separate file.

Compressing Graphics

Open Ms Picture Manager

Extras

- Bullet Spacing
- Creating a Slide List
- Fit More Text in a Placeholder or AutoShape
- Using text layering and multiple fonts

Saving A PowerPoint Slide Show

Summary Slides

Giving The Presentation

- Using a Projector
- Tips for Presenting

Style Checker

Presenters Tools

Keyboard Shortcuts



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