



Course Content
Powerpoint Intermediate
Duration: 1 Day
Unit Standard 116930

Overview

MODULE 1

Creating a Chart
Chart toolbar **
Guidelines for entering data
Changing chart colours
Modifying other aspects of a Chart
** Change the Chart Type
Resizing a chart

MODULE 2

Organisational Charts
Working with Organisational Chart elements
Changing the hierarchy
Formatting an organisational chart
** AutoFormat **
Resizing an Organisational Chart

MODULE 3

The Drawing Toolbar
Display the Drawing Toolbar **
Select Objects **
AutoShapes
Adding text to an AutoShape
Line
Other Line Types
Arrow Rectangle Oval/Circle
Text Boxes insert WordArt
Changing Line attributes
Line Style Dash Style Arrow Style
Line Colour

Changing the orientation of a drawing
Flip or Rotate an image Changing
Shape attributes Fill Colour
Font Colour
3-D Shadow
Resizing drawings
Re-align drawings
Object Ordering
Connector lines

MODULE 4

Importing Images of different file types
Resize an image
Cropping an image

MODULE 5

Move images and objects Copy images and objects Delete images and objects
Flip and rotate images and objects
Free Rotate

MODULE 6

Adding animation Remove animation Re-order animation
Animation options Timing
Effect Options
Animation Schemes
Adding a slide transition effect

Setting slide transition timings
Modify transition settings Exercise

MODULE 7

Slide Master

Title Master

Copy an object to the Slide Master

Formatting a Master Slide Header /

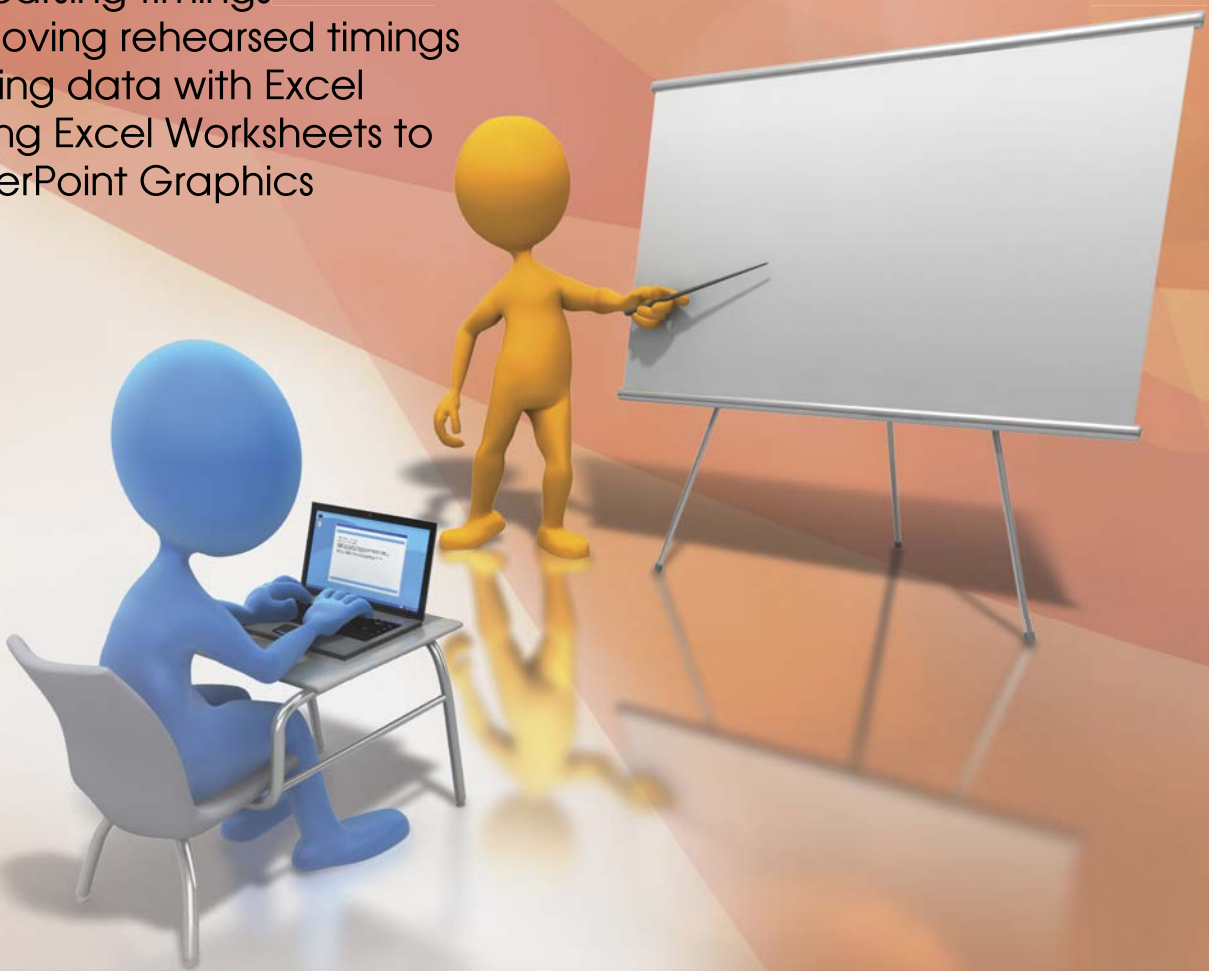
Footer Manipulation ** Exercise

END USER MODULE

- Clipart Manipulation
- Recolour ClipArt
- Ungroup Clip Art
- Group Clip Art
- Rotating a grouped picture
- Other Object features
- Scaling Objects
- Using Shapes as Text Frames
- Using Semi-Transparent Fills
- Using Layers
- Copying Slides from Other Presenta- tion
- Files Timings
- Rehearsing timings
- Removing rehearsed timings
- Sharing data with Excel
- Linking Excel Worksheets to PowerPoint Graphics

- Embedding
- Excel entries in Power- Point
- Enhancing Excel worksheets in Power- Point
- Sharing data with Word
- Embedding a Word Table in Power- Point
- Exporting a Slide to Word
- Sending a presentation to Word
- Mail Recipient
- Replacing Fonts
- Packaging a Presentation
- Properties of a File Options

The above course is compiled for individuals with: Keyboard Skills, Introduction to PCs, Windows Basic, Windows Intermediate, Word Basic and Excel Basic





Course Content
Powerpoint Intermediate
Duration: 2 Days
Unit Standard 116930

Overview

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Setting slide transition timings
Modify transition settings Exercise

MODULE 7

Slide Master

Title Master

Copy an object to the Slide Master

Formatting a Master Slide Header /

Footer Manipulation ** Exercise

END USER MODULE

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- Ungroup Clip Art
- Group Clip Art
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- Using Layers
- Copying Slides from Other Presenta- tion
- Files Timings
- Rehearsing timings
- Removing rehearsed timings
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- Linking Excel Worksheets to PowerPoint Graphics

- Embedding
- Excel entries in Power- Point
- Enhancing Excel worksheets in Power- Point
- Sharing data with Word
- Embedding a Word Table in Power- Point
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- Sending a presentation to Word
- Mail Recipient
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