

## **MS PowerPoint 97 Intermediate / Advanced**

### **A One Day Training Course**

#### **Course Aims:**

MS PowerPoint 97 contains many new features to allow you to build enhanced presentations. This one-day course will guide participants through the more advanced features and show how to exploit them with your creative capability. The course involves hands-on exercise with a series of specially prepared examples to help the delegates be more confident working with PowerPoint.

#### **Course Outline:**

##### ***Customising PowerPoint***

- Customising the Toolbars
- Setting Options and Defaults

##### ***Working with Table and Organisation Charts***

- Creating a Table Chart
- Changing Table Chart Attributes
- Creating an Organisation Chart
- Changing Organisation Chart Attributes

##### ***Working with Microsoft Graph 97***

- Changing Graph Attributes
- Adding Visual Elements to a Graph
- Setting Graph Defaults

##### ***Working with the Drawing Tools***

- Changing Object Properties
- Flipping and Rotating Objects
- Adding Graphic Text
- Drawing More Effectively
- Clip Art
- AutoClipArt

##### ***Working with Different Views***

- Slide, Slide Sorter, Outline and Notes Page View

##### ***Controlling the Overall Look***

- Templates
- Customising and Saving a Template
- Modifying the Notes Master and Handout Page

##### ***Slide Show View***

- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects
- Viewing a Presentation on Two Screens
- Save as PowerPoint Show

##### ***PowerPoint and the Web***

- Presentations on the Internet
- The Web Toolbar
- Publishing a Presentation on the Web
- Setting up Hyperlinks
- Rehearsing a Presentation
- Voice Narration
- Using the Pack and Go Wizard

##### ***Using Multimedia***

- Including Movie Clips in a Presentation
- Including Sound Clips in a Presentation
- Additional Locations of Clip Art, Pictures, Sound, Video
- Options for Movie and Sound Clips

##### ***Conferencing***

- Setting up a Conference
- Joining a Conference

##### ***Using PowerPoint with Other Programs***

- Object Linking and Embedding
- Editing Linked and Embedded Objects
- Creating a PowerPoint Presentation from a Word Outline
- Creating a Word Document from a Presentation

#### **Target Audience:**

Existing users of PowerPoint 97 who want to use the more advanced features of this software to create slides with greater impact.

#### **Assumed Knowledge:**

A good working knowledge of the PowerPoint command set gained on a "PowerPoint for Windows 95 Version 97 Introduction" course or from user experience.