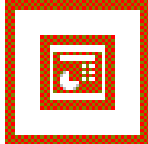


Microsoft PowerPoint XP/2003

Level 2 (Intermediate) and Level 3 (Advanced)

Course Description.



This course is designed to provide staff with **intermediate** and **advanced** skills in the use of **Microsoft PowerPoint**. You will be shown the tools and techniques used to plan, structure and create impressive presentations. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section.

Objectives.

You will learn many aspects of using PowerPoint, including:

- ✓ Structuring a presentation and role of the audience.
- ✓ Language consistency and cultural differences.
- ✓ Environment, timing and writing a presentation plan.
- ✓ Merging slides from another presentation.
- ✓ Applying designs and using/saving templates.
- ✓ Use of accessible fonts and text size.
- ✓ Colour and shading effects.
- ✓ Drawing flowcharts and connectors.
- ✓ Creating charts from an Excel spreadsheet.
- ✓ Using combination charts.
- ✓ Formatting chart elements and changing scales.
- ✓ Using pie charts.
- ✓ Action buttons.
- ✓ Hyperlinks.
- ✓ Comments.
- ✓ Slide shows, custom shows and formats.
- ✓ Summary slides.
- ✓ Transitions and animations.
- ✓ Timing rehearsal.
- ✓ Inserting sounds and movies.
- ✓ Graphic editing and effects.
- ✓ Using the picture toolbar.
- ✓ Linking and macros.

Pre-requisites.



Participants should already have a good understanding of the **basic** elements of PowerPoint as covered on the **level 1 (basic)** course (i.e., creating slides, saving files, entering text, importing/drawing graphics, running a basic slide show etc). This course will cover **intermediate** and **advanced** aspects of using PowerPoint.