



Course outline for PowerPoint - Intermediate

Overview and Goals - to produce professional presentation materials incorporating external components

Objectives - to be able to insert and manipulate Excel Spreadsheets, Word Tables, Organisation Charts and Charts. To be able to insert sound and movies and animate your presentation to improve viewing pleasure to the audience.

Who Should Attend - existing PowerPoint users who have practical experience of using the package

Enhancing Presentations

- Customising a template
- Customising placeholders
- Adding a graphic to a slide background
- Embedding a word table into a slide
- Linking an Excel chart
- Inserting sounds
- Inserting movies
- Inserting animated graphics
- Creating hyperlinks to other slides
- Creating hyperlinks to the web
- Generating notes during a meeting
- Inserting a comment
- Using the Drawing toolbar
- Spell checker
- Meeting minder

Working with Charts

- Adding a chart to a slide
- Changing one chart type to another
- Creating an organisation chart
- Modifying an organisation chart

Working with Tables

- Creating a table
- Formatting a table
- Formatting the borders of tables
- Formatting the text alignment

Broadcasting to the Web

- Embedding fonts
- Publishing to the web

If you would like to know more about any of the topics please contact

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