

## ‘The PowerPoint Course’ for 2007, 2010 and 2013

This is a half day course suitable for all skill levels.

All topics listed below are covered in this course

<ul style="list-style-type: none"> <li>• <b>THE POWERPOINT SCREEN</b> <ul style="list-style-type: none"> <li>○ Customising the Quick Access Toolbar **</li> <li>○ Customising the Ribbon ***</li> </ul> </li> <li>• <b>WORKING TEXT SLIDE LAYOUTS</b> <ul style="list-style-type: none"> <li>○ Text placeholders</li> <li>○ The Title slide</li> <li>○ Creating a New Slide</li> <li>○ Slide Layouts</li> <li>○ Working with Multiple Levels of Bullets</li> <li>○ Navigating between Slides</li> </ul> </li> <li>• <b>FORMATTING THE PRESENTATION</b> <ul style="list-style-type: none"> <li>○ Formatting Text</li> <li>○ Formatting Objects / Placeholders</li> <li>○ Format Painter</li> <li>○ Slide Backgrounds</li> <li>○ The Slide Master</li> <li>○ Headers and Footers</li> <li>○ Design Templates</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>INSERTING OBJECTS</b> <ul style="list-style-type: none"> <li>○ Word Art</li> <li>○ Clipart</li> <li>○ Working with Smart Art**</li> <li>○ Charts</li> <li>○ Movies</li> <li>○ Sound</li> <li>○ Screen shots ***</li> <li>○ Action Buttons</li> <li>○ Hyperlinks</li> <li>○ Working with Gridlines</li> </ul> </li> <li>• <b>DRAWING TOOLS</b> <ul style="list-style-type: none"> <li>○ AutoShape Tools</li> <li>○ Grouping / Ungrouping Objects</li> <li>○ Re- Order Objects</li> <li>○ Flip and Rotate Objects</li> </ul> </li> <li>• <b>ADDING THE FINISHING TOUCHES</b> <ul style="list-style-type: none"> <li>○ Working in slide sorter view</li> <li>○ Creating notes pages</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>CREATING A SLIDE SHOW</b> <ul style="list-style-type: none"> <li>○ Applying Transitions / Slide Timings</li> <li>○ Working with Custom Animation</li> <li>○ Running the Slide Show</li> <li>○ Rehearsing Timings</li> <li>○ Creating a Custom Slide Show</li> <li>○ Presenter View****</li> </ul> </li> <li>• <b>PRINTING OPTIONS</b></li> <li>• <b>SAVING OPTIONS</b></li> <li>• <b>EMAIL OPTIONS</b></li> </ul> <p><b>KEY:</b>  <b>** new in 2007</b>  <b>*** new in 2010</b>  <b>****new in 2013</b></p>
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