



Delegate Pre-Requisites

No prior knowledge of PowerPoint is required

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



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COMPUTER TRAINING LTD

PowerPoint Beyond the Basics

Target Audience

Aimed at regular users this one day event will look at a wide range of features, functions and tricks to help you create professional presentations incorporating text, business charts, SmartArt, pictures, graphics and tables with the final result comprising a fully automated presentation.

The Content

PowerPoint Workplace

- * The PowerPoint Workplace
- * Customising The Quick Access Toolbar
- * Customising the New Status Bar

Defining a Presentation

- * The PowerPoint Themes
- * The PowerPoint Slide Layouts

Text Formatting

- * Moving / Copying / Resizing Text Boxes
- * Text Selection Techniques
- * Using Bullets & Numbering
- * Controlling Text Spacing and Indents
- * Customising Bullets & Numbering
- * Adding Borders & Shading
- * Creating Text Boxes

Using Slide Masters

- * Making global changes to your Presentation
- * Adding objects to the Slide Master

Adding Movies & Sounds

Using Tables

Adding Pictures & Clipart

- * Adding/Editing Pictures & Clipart
- * Using the Picture Design Tools
- * Using Photo Album

Adding Charts to the Presentation

- * Plotting the Chart
- * Formatting using the Chart Toolbar
- * Adding Titles and Labels
- * Applying Custom Animation effects to Charts
- * Importing Charts into PowerPoint using links

The PowerPoint Views

- * Normal View
- * Slide Sorter View
- * Outline View

Running a Screen Show

- * Applying Transitions to Slides
- * Adding Text Builds
- * Applying Custom Animation Effects to Text & Objects
- * Tips & Tricks when running a Slide Show
- * Annotating your Slide Show
- * Controlling the order of Elements on a Slide
- * Hiding Slides
- * Applying Timings
- * Generating a Summary Slide
- * Using Action Settings and Hyperlinks
- * Using Custom Shows

Inserting SmartArt

- * Lists
- * Processes
- * Cycle Diagrams
- * Hierarchy / Organisational Charts
- * Relationship Diagrams
- * Matrix
- * Pyramid

Adding Notes Pages

Printing Options

Call our team 01527 836840

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Email sales@fasttrackcomputertraining.co.uk Website www.fasttrackcomputertraining.co.uk