



Versatéo

Software Training solutions

PowerPoint Level 2 A One-Day Training Course

Course Aims

This one-day course will enable delegates to create better business presentations using the advanced features of PowerPoint. Delegates will learn how to use templates, the Slide Master and color schemes to create presentation designs and to incorporate tables, graphs, organization charts and transitions into slide shows. Delegates will also learn how to create action buttons, add hyperlinks and save a presentation for use on the Internet.

Course Outline

Review Session

- Creating Presentations Based on Templates
- Working with Slides
- Printing and Delivering a Presentation

Modifying a Presentation

- Changing Tab Formatting
- Creating a Custom Background
- Adding a Textured Background
- Customising a Colour Scheme

Creating Your Own Template

- Understanding Master Slides
- Designing a Template
- Customising and Saving a Template
- Removing Background Objects
- Applying a Template from Another Presentation

Working with Tables, graphs and Organisation Charts

- Creating a Table in PowerPoint
- Changing Table Attributes
- Creating and Modifying an Organisation Chart
- Starting Microsoft Graph
- Entering & Editing Data in the Datasheet Window
- Choosing a Chart Type, Formatting Chart Elements
- Inserting a Chart from Excel into a Presentation
- Setting Graph Defaults

Importing and Exporting Data

- Understanding Object Linking and Embedding
- Importing Spreadsheets from Excel
- Exporting an Outline to Word
- Inserting Slides from another Presentation

Delivering an On-Screen Presentation

- Hiding Slides
- Using Transitions; Setting Automatic Timings
- Rehearsing Timings
- Adding an Action Button
- Adding a Presentation within a Presentation
- Adding Links to Slides within a Presentation
- Creating Summary Slides

PowerPoint and the Web

- Publishing a Presentation on the Web
- Saving HTML to a specific target Browser
- Viewing a Presentation on the Web
- Sending a Presentation via e-mail

Target Audience

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

Assumed Knowledge

A good basic working knowledge of PowerPoint as gained on a "PowerPoint Level 1" course or from experience. Delegates should be able to create, format, deliver and print a PowerPoint presentation that incorporates text, graphics and drawings.

Training path

Level 1 - New users with little or no experience, creating and modifying presentations.

Level 2 - Providing existing users with more advanced features