

MS POWERPOINT



Computer Smart TRAINING CENTRE

Learning Outcomes: At the completion of this course, students will be able to design and present a good quality presentation using slide animation, design templates and adding speakers notes.

Pre-Requisites: Participants should have experience using computers and should be able to perform simple functions like copying, pasting and formatting using colour and font.

PowerPoint 2003 Orientation:

- Starting PowerPoint
- Using The Toolbars
- Using Shortcut Menus

Working With Presentations:

- Opening An Existing Presentation
- Navigating A Presentation
- Switching Between Views
- Closing A Presentation

Creating A Presentation:

- Using the Auto Content Wizard
- Creating A New Presentation
- Adding Slides And Text
- Deleting Slides
- Viewing A Presentation
- Using Slide Layout
- Formatting The Slide

Templates And Colour Schemes:

- About Templates And Colour Schemes
- Changing The Colour Scheme
- Customising Bullets And Text Layout
- Creating A Template
- Creating A Greyscale Colour Scheme
- Using The Customised Template

Drawing Objects:

- Drawing Tools
- Arrows And Lines
- AutoShapes
- Create A Flow Chart
- Adding Connectors To Flowcharts
- Editing A Grouped Object
- Layering Objects
- Inserting, Resizing, Modifying Clipart

Tables And Diagrams:

- Creating A Table
- Creating A Chart
- Modifying Charts
- Creating An Organisation Chart
- Modifying Organisation Charts

Animation:

- Custom Text Animation
- Applying Custom Text Animation
- Custom Object Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

Slide Show Navigation:

- Slide Sorter View
- Adding Speaker Notes
- Creating A Summary Slide
- Removing Slide Numbers
- Hyperlinks
- Hyperlink To Another Application
- Presenting A Slide Show

Media Action Buttons:

- Inserting A Movie Clip
- Inserting Sounds And Action Buttons
- Creating And Duplicating Action Buttons
- Duplicating Action Buttons
- Creating AutoShape Action Buttons

Printing And Publisher:

- Previewing And Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline

Overview Slide Masters:

- Modifying The Master Slide

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