



## MICROSOFT POWERPOINT – INTERMEDIATE

*Course Duration: 1 Day*

### 1. Reviewing the Basics

### 2. Working With Tables/Organisation Charts

- Creating a Table
- Changing Table Attributes
- Creating an Organisation Chart
- Changing Organisation Chart Attributes

### 3. Working with Microsoft Graph

- Changing Graph Attributes
- Adding Visual Elements to a Graph
- Setting Graph Defaults

### 4. Working with the Drawing Tools

- Changing Object Properties
- Flipping and Rotating Objects
- Adding Graphic Text
- Drawing More Effectively
- Clip Art; AutoClipArt

### 5. Working with Different Views

- Slide View; Slide Sorter View
- Outline View; Notes Page View

### 6. Controlling the Overall Look

- Templates; Customising a Template
- Modifying the Notes Master and the Handout Page

### ***Saving a Template***

### 7. Slide Show View

- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects; Rehearsing a Presentation
- Save as PowerPoint Show
- Using the Pack and Go Wizard

### 8. Using Multimedia

- Including Movie Clips in a Presentation
- Including Sound Clips in a Presentation
- Additional Locations of Clip Art, Pictures, Sound, Video
- Options for Movie and Sound Clips

### 9. Using PowerPoint with Other Programs

- Object Linking and Embedding
- Editing Linked and Embedded Objects