

Students will learn basic concepts for building and enhancing presentations. This will include creating new presentations, using design templates. Topics such as working with ClipArt and images, animation and presentation techniques will also be covered.

Pre-Requisites

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Duration

1 Day

Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

PowerPoint 2003 Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- Using Shortcut Menus
- Understanding Settings
- Exiting PowerPoint

Working With Presentations

- Opening An Existing
- Navigating A Presentation
- Switching Between Views
- Task Panes
- Navigating Task Panes
- Closing A Presentation
- Returning To A Previous Presentation

Creating A Presentation

- Designing A Presentation
- Presentation Methods
- New Presentations
- Creating A New Presentation
- Adding Text Using The Outline
- Saving A Presentation
- Adding Slides And Text
- Previewing A Slide Show

Clip Art

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Modifying Elements Of Clip Art
- Rotating Clip Art
- Perusing Your Clips
- Pasting From The Clipboard

Drawing Objects

- Drawing Tools
- Arrows And Lines
- AutoShapes
- Create A Flowchart
- Adding Connectors To
- Adding Text To Flowcharts
- Editing A Grouped Object
- Layering Objects

Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text
- 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
- Internal Hyperlinks
- Hyperlink To Another Application
- Presenting A Slide Show

Printing & Publishing

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline
- Printing For Overhead
- Transparencies
- Web Page Preview
- Publish As Web Pages