
MS POWERPOINT INTERMEDIATE COURSE OUTLINE

This is a one-day course. The Learners work through examples with the Facilitator, practical exercises are completed during the training session. It is recommended that the two-day course is attended.

The Illustrations Group	ADDING A TITLE
Inserting Pictures	LEGEND OPTIONS
INSERTING CLIP ART	DATA LABELS
RESIZING CLIP ART	FORMATTING TEXT
Creating A Photo Album	Inserting Tables
Inserting Shapes	INSERTING ROWS
SELECTING SHAPES	INSERTING COLUMNS
SELECTING MULTIPLE SHAPES	DELETING ROWS
FORMATTING SHAPES	DELETING COLUMNS
Drawing Lines And Arrows	RESIZING A TABLE
DRAWING A CURVE	ALIGNING TEXT IN A TABLE
FORMATTING LINES	CHANGING THE STYLE
CHANGING SHAPES	Wordart
RESIZING A SHAPE	FORMATTING WORDART
ADJUSTING THE SHAPE	Inserting Movies
ROTATING THE SHAPE BY DRAGGING	Inserting Sound
ROTATING AND FLIPPING A SHAPE USING THE ICONS	Playing A CD
CONNECTING SHAPES	CHANGE THE WAY SOUND IS PLAYED
ADDING EFFECTS TO YOUR SHAPES	Setting Up Your Slide Shows
ACTION BUTTON – HYPERLINKS	Slide Show Views
Grouping Objects	The Setup Group
Ungrouping Objects	SETTING UP ANNOTATIONS
TYPING IN A SHAPE	USING ANNOTATIONS
Smartart	HIDING A SLIDE
CHANGING THE LAYOUT	DISPLAYING A SLIDE DURING A PRESENTATION
CHANGING THE COLOUR AND STYLE	UNHIDE A SLIDE
CUSTOMIZING THE COLOUR AND SHAPES	REHEARSING TIMINGS
ADDING SHAPES	REMOVE TIMING
ADDING BULLET POINTS	RUN A CONTINUOUS SLIDE SHOW
CONVERTING TEXT INTO A SMARTART GRAPHIC	Animating Slides
Creating An Organization Chart Using Smartart Graphics	ADDING SOUND, ADJUST TIMING AND TEXT ANIMATION
Creating Charts	Adding Transitions To Slides
CHANGING THE CHART TYPE	
CHANGING THE CHART STYLE	
CUSTOMIZING THE CHART STYLE	