

Microsoft PowerPoint Advanced

This course aims to take the existing PowerPoint user to the next level, producing sophisticated and professional presentations which communicate your message effectively. On completing this course you will be able to make comprehensive use of the features of PowerPoint.

1 Review of standard PowerPoint

Aims of this session

This session aims to ensure you are familiar with the standard level of PowerPoint.

On completing this session you will be able to

- Open existing presentations
- Adjust settings and understand views
- Navigate a slide show
- Save to different file formats
- Use the print options
- Use on-line help

2 Structuring your information

Aims of this session

This session aims to guide you in planning the content of your presentation and structuring your slides accordingly. It also aims to enable you to import information from other sources.

On completing this session you will be able to

- Plan the content of your presentation
- Use outlines
- Import slides from another presentation

3 Designing for your audience

Aims of this session

In this session you will consider the most appropriate design for your presentation, taking into consideration the presentation environment and your audience.

On completing this session you will be able to

- Make an appropriate selection of font
- Make good use of colour
- Customise the Slide Master
- Create and modify Templates
- Add design effects

4 Creating Flowcharts

Aims of this session

This session introduces the use, positioning, formatting and connecting of autoshapecs to produce a flowchart.

On completing this session you will be able to

- Insert autoshapecs
- Position and resize shapes

- Format autoshapes
- Insert text into autoshapes
- Align autoshapes
- Insert connectors and arrows
- Insert text boxes

5 Adding Charts to your presentation

Aims of this session

This session introduces you to creating and formatting charts in your presentation.

On completing this session you will be able to

- Import a cell range from Excel
- Create a combination chart
- Change the scale of the value axis
- Rotate and elevate 3-D charts
- Format other chart elements