

## MS POWERPOINT - INTRODUCTORY & ADVANCED (2 days)

- 1 What is PowerPoint?**
  - a. Why use it?
  - b. What does it do?
- 2 Getting Started**
  - a. Using the application
  - b. Understanding the opening screen
- 3 Creating Presentations**
  - a. Using templates
  - b. Auto content wizard
  - c. Blank presentations
  - d. Creating your own templates
- 4 Using Master Views**
  - a. Master Slides
  - b. Master handouts
- 5 Formatting Backgrounds**
  - a. Changing defaults
  - b. Creating your own
- 6 Different Views**
  - a. Slide Sorter
  - b. Outline
  - c. Thumbnails
  - d. Notes
- 7 Slide Layouts**
  - a. Formatting layouts
  - b. Text Alignment
  - c. Graphics
- 8 Creating Charts**
  - a. Chart Wizard
  - b. Data Input
  - c. Formatting
- 9 Importing Charts from Excel**
- 10 Creating Organisation Charts**
- 11 Using Drawing Tools**
- 12 Using WordArt**
- 13 Using Graphics**
- 14 Aligning and Grouping Objects**
- 15 Animating your Slides**
  - a. Set animation
  - b. Custom animation
  - c. What to do
  - d. What NOT to do
- 16 Slide Transition**
- 17 Slide Timing**
- 18 Showing your Presentation**
- 19 Advanced Techniques**



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