

Presentation (PowerPoint) Intermediate

A 4-hour course, participants will learn to enhance their presentations with sound and video, diagrams, charts and animations, colour schemes and templates and import data from other programs. Participants will be exposed to and practice techniques enabling them to: Create and work with tables and charts, insert and edit images, create animations, insert video and sound, work with themes and custom templates, view and modify slide masters, set up for presentation mode, and save and share your presentation in different modes

Tables

- Inserting a table and applying a style
- Inserting rows and columns
- Splitting and merging cells
- Adjusting column widths and row heights
- Resizing and positioning a table
- Formatting table data
- Aligning table data
- Applying Borders and Shading

Charts

- Charts overview
- Inserting a Chart and changing the chart type
- Chart elements
- Quick layouts
- Chart buttons
- Changing the position of elements
- Applying a chart style
- Formatting chart elements

Graphics

- Pictures overview
- PowerPoint Designer
- Inserting a picture
- Resizing/repositioning/rotating/flipping images
- Inserting a screen capture
- Inserting a screen clip
- Creating a photo album

Editing Graphics

- Graphic Enhancements explained
- The Format Picture pane
- Removing an image background
- Colour corrections
- Re-colouring an Image
- Applying picture styles/effects
- Applying artistic effects
- Cropping

Animations and Transitions

- Animation overview
- Animating text and objects
- Applying multiple animation Effects
- Applying motion paths
- The Animation Pane
- Setting the timing
- Animating SmartArt Graphics
- Slide transitions

Media and Action Buttons

- Media in PowerPoint explained
- Inserting/embedding online video (consider copyright and availability issues)
- Inserting and editing an audio clip
- Formatting media clips
- Optimising and compressing media
- Action buttons

Themes

- Themes overview
- Changing the theme colours
- Creating custom theme colours
- Changing the theme fonts
- Changing the slide background
- Saving/using/deleting a customised theme

Slide Masters

- Slide Masters explained
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

Templates

- Understanding Templates
- Setting a custom Templates location
- Using an existing Template
- Creating a Template from a Template
- Saving a custom Template
- Creating a Template from a Theme
- Modifying a Template
- Using a Custom Template

Preparing Presentations

- Recording a slide show
- Preparing a self-running presentation
- Rehearsing timings
- Setting Up a speaker-led presentation
- Creating a custom show
- Understanding and using Presenter View

Saving and Sharing Presentations

- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device