

Course Aims & Objectives

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes. It is the number one program used worldwide for presentations. At the end of this course you will be able to create stunning professional presentations.

Who Should Attend?

This is an intermediate course in PowerPoint. It is designed for those who are familiar with the main parts of PowerPoint or who have completed the Level 1 – introduction course

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

- Customising PowerPoint
 - Deal with Compatibility Issues
 - Create and Customise Templates
 - Save a presentation as a Video
 - Save a presentation in PDF format
 - Create a PowerPoint Show
- Manipulating Graphics
 - Placing graphics more accurately using the ruler / grid and Zoom
 - Inserting AutoShapes
 - Change background colours
 - Apply fill effects
 - Group/Ungroup Shapes
 - Set Transparency Effects
 - Arrange AutoShapes
 - Add Text to AutoShapes
 - Resizing and rescaling graphics
 - Copying graphics
 - Graphic Effects and Outlines
- Formatting Images & Pictures
 - Using SmartArt and Pictures
 - Applying Artistic Effects
 - Picture Styles
- Colouring pictures and removing backgrounds
- Altering picture brightness and contrast
- Compressing pictures for saving space
- Rotating and Flipping pictures
- Themes & Slide Masters
 - Customising and applying Themes and Designs
 - Using Slide Masters
 - Adding logos to slides
 - Adding headers and footers
 - Slide Numbers
- SlideShow Options
 - Customised shows
 - Using animation
 - Using transitions

Notes and exercise files are available online at www.dti.ie

The notes will cover PowerPoint Levels 1 & 2 - Introduction & Intermediate. Ongoing email support is offered.