

Course Aims & Objectives

As PowerPoint's style, animation and multimedia abilities have become more sophisticated, and as the application has generally made it easier to produce presentations, the difference in needs and desires of presenters and audiences have become more noticeable. This course will take the participant to a higher level within Microsoft PowerPoint and will help achieve stronger and more professional presentations.

Who Should Attend?

Participants should be very familiar with the basic use of PowerPoint. They should be able to create simple presentations and be able to format slides and text. They should be able to perform basic editing of slides and be familiar with the different slide layouts.

Course Outline

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

- Diagrams
 - Creating and formatting an organisation chart
 - Creating a cycle diagram
 - Creating a pyramid diagram
 - Creating a flowchart
- Charts
 - Creating charts and adding labels
 - Formatting charts
- Video and Audio
 - Using video
 - Applying formatting and styles of video
 - Trimming video
 - Looping video
 - Using audio
- Animation
 - Custom animation effects
 - Animating charts
 - Animation painter
 - Animation triggers
- Linking and Embedding
 - Action Buttons
- Hyperlinks
 - Creating and editing hyperlinks
- Merging, comparing and Exporting
 - Taking screen shots
 - Saving slides as graphics
 - Comparing presentations
- Slide Shows
 - Custom slide shows
 - Transitions
- Manual and automatic slides
- Slide show controls
- Sharing Presentations
 - Permissions
 - Packing
 - on CD
 - PDF saving

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

The notes will cover PowerPoint Levels 1, 2 & 3.
Ongoing email support is offered.