D.T.I.
Direct Training Ireland

Microsoft PowerPoint
Level 2/3 – Intermediate/Advanced
1 Day Course
9:30am – 4:30pm

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/advanced 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. 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.

- 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

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- SlideShow Options
  - Customised shows
  - Using animation
  - Using transitions
  - Slide show controls

- 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

- 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 - Introduction & Intermediate / Advanced. Ongoing email support is offered.

@DirectIreland

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