MOUSELITERATE

PowerPoint Intermediate Course Outline

These sessions are designed for people who have a good foundation in the use of Microsoft PowerPoint. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Using Templates and Masters

- ❑ Set Up a Slide Master
- ❑ Modify the Slide, Notes and Handouts Masters
- ❑ Insert headers and footers and slide numbering
- ❑ Create customised slide layouts
- ❑ Create custom Themes

Customising Presentation Slides

- ❑ Change tab formatting
- ❑ Create a custom background with colours and fill effects
- ❑ Add textured and patterned backgrounds
- ❑ Create a custom presentation

Using PowerPoint with Other Applications

- ❑ Insert or paste a linked or embedded object
- ❑ Export an outline or slides to Word
- ❑ Create a new presentation from existing slides
- ❑ Copy a slide from one presentation into another
- ❑ Insert an Excel chart or worksheet

Session Two

Using Tables on Slides

- ❑ Create a table in PowerPoint
- ❑ Modify and format a PowerPoint table
- ❑ Add a table from Word

Creating Diagrams in PowerPoint

- ❑ Create SmartArt diagrams
- ❑ Modify SmartArt diagrams

Delivering a Presentation

- ❑ Hide slides
- ❑ Customize slide component animations
- ❑ Add Multimedia Elements
- ❑ Set and rehearse automatic slide timings
- ❑ Add an action button
- ❑ Add links to slides within the presentation
- ❑ Insert a hyperlink
- ❑ Automatically create a summary slide

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