

MSC Computer Training

Training Course Specification

Course: PowerPoint Intermediate (versions 1997 to 2013)

Duration: 3 hours

Aims and objectives of the workshop:	This course is designed for those who can create their own PowerPoint presentation but need to extend the complexity of their slide shows to include video's, customised animation, sounds and other special effects At the end of the workshop delegates will be confident about customising their presentations
Who should attend:	Delegates who need to use advanced techniques within presentations
Experience needed:	Experience of creating a slide show and using animation and transition is essential

¹Course Contents

Inserting Objects into slides

- Creating organisation charts (includes SmartArt for office 2007 to 2013)
- Manipulating organisation charts
- Choose how to introduce objects within the chart

Action Buttons

- Inserting Action buttons into slides
- Control action buttons
- Creating Objects in slides
- Using Drawing Tools
- Text Boxes
- Layered Objects
- Grouping/Ungrouping Objects

Custom Animation

- Control the introduction of objects into slides
- Using custom animation to create exciting effects.

Advanced animation

- Recording narrative or other sounds for use in a presentation
- Using Video And Sound In Presentations
- Using Hyperlinks
- Create custom shows

Related courses : PowerPoint Introduction

¹ You can choose from the list to create your own course