



Microsoft PowerPoint Intermediate

This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.

Duration: 1 Day

Audience: Proficient users of Microsoft PowerPoint

Prerequisites: Previous attendance of Microsoft PowerPoint Foundation or equivalent knowledge

Course Topics:

- Review Session
- Creating Presentations from Word Outlines
- Working with Design Templates
- Using the Drawing Tools
- Working with Organisational Charts
- Working with Charts
- More work with Clip Art
- Photo Enhancement
- Creating and Using Slide & Title Master's
- Creating and Using Templates
- Animation & timings
- Importing Information from other Office Packages
- Creating Hyperlinks
- Creating, Editing & Printing Notes
- Other Features

At Course Completion delegates will be able to:

- Create presentations based on Word Outlines
- Create and use Master Slides
- Create, Save and use Templates
- Use data from other Office packages and insert hyperlinks
- Use and print speaker notes

