

POWERPOINT POWER USER

WHO SHOULD ATTEND

Those with some experience using Microsoft PowerPoint who are involved with the following:

- ◆ Creating professional presentations
- ◆ Adding visual impact with colorful text, graphics, animation, and multimedia.
- ◆ Enhancing presentations with transitions and effects

PREREQUISITES

A working knowledge of basic graphic design skills and basic use of Visio is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of PowerPoint, a powerful and easy-to-use desktop presentation program, with a main focus on slides, enhancing data, and graphic tools.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Word series to learn about word-processing, Excel series for spreadsheets, and/or Visio series for drawing and design skills.

SKILLS LEARNED

- ◆ Options for viewing slides
- ◆ Slide Types
- ◆ Enter text on slides with placeholders
- ◆ Add text to a bullet list and rearrange bullet items in Outline view
- ◆ The Drawing Toolbar
- ◆ Using AutoShapes
- ◆ Enhance objects with text colors, fills, patterns, textures, gradients, shadows, etc.
- ◆ Viewing and inserting clip art from the Gallery
- ◆ Using Word Art
- ◆ Scaling, grouping, re-coloring clip art
- ◆ Apply a design template to an existing presentation
- ◆ The Slide Sorter view
- ◆ Transition effects and animation effects
- ◆ Set slide timings and automatic slide show options
- ◆ Create notes with Notes Page view, audience handouts
- ◆ Slide and Print options
- ◆ Importing and embedding
- ◆ Aligning and rotating objects
- ◆ Add animation to clip art in a presentation by using the Animation Effects toolbar and menus
- ◆ Incorporate Multimedia objects into presentations
- ◆ The Meeting Minder
- ◆ Creating a list of action items and assignments
- ◆ Sharing data between PowerPoint and Word

COURSE OUTLINE

LESSON 1: PowerPoint Review

- ◆ Presentation Views
- ◆ The Slide Show and options
- ◆ Templates

LESSON 2: Drawing Tools

- ◆ Create, move, size and delete objects on slides
- ◆ Grouping, arranging, and scaling objects

LESSON 3: Working with Graphic Objects

- ◆ The Clip Art Gallery
- ◆ Using WordArt
- ◆ Organization Charts

LESSON 4: Slide Shows, Output, and Presentation Options

- ◆ Effects, slide timings and options
- ◆ Notes Pages and Audience Handouts

LESSON 5: Importing and Embedding Objects

- ◆ Creating and working with tables from Microsoft Word
- ◆ Importing a Microsoft Excel chart and embedding a Microsoft Excel chart

LESSON 6: Animation and Multimedia

- ◆ Animation effects
- ◆ Incorporating multimedia

LESSON 7: Working with Meeting Notes

- ◆ The Meeting Minder
- ◆ Sharing data with Word