



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



- Tutor-led training
- e-Learning
- Blended learning
- IT skills
- Business skills
- Training consultancy

Microsoft PowerPoint

Advanced

Introduction Microsoft PowerPoint is one of the world's best selling graphics packages. With PowerPoint you can create powerful overheads, 35mm slides or PC presentations, as well as speaker's notes and audience handouts.

Objectives A comprehensive insight into PowerPoint advanced features. The knowledge gained will enable students to produce a wide range of business graphics efficiently and effectively.

Designed for Existing users. Participants should have attended our "Microsoft PowerPoint Introduction" course or attained a similar level of proficiency.

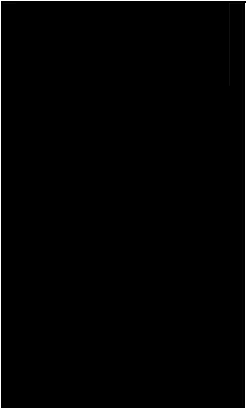
The material covered in the PowerPoint Advanced will provide delegates with the necessary knowledge to sit the MOUS PowerPoint Expert exam

Duration One day

Topics

- Review of basic skills
- Advanced Features
- Using the Style Checker
- Creating Templates
- Creating Custom Colour Schemes
- Copying Slides between presentations
- Creating and Customising Word Art
- Changing Object Default Attributes
- Modifying Clip Art
- Adding your own art to the Clip Art Gallery
- Adding Comments to a Presentation
- Importing and Converting Files from another Office Program
- Linking and Embedding objects
- Creating Agenda Slides
- Creating and Editing Custom Shows
- Animating Text and Objects
- Inserting a CD track on a slide
- Inserting Sounds on Slides
- Inserting Video Clips
- Adding, Editing and removing hyperlinks
- Setting a Program to open during a slide show
- Setting an OLE object to open during a slide show
- Annotating slides during a slide show
- Using the Meeting Minder
- Using the PowerPoint Viewer
- Using Pack and Go
- Running a Presentation Conference
- Creating a Presentation to use on the Internet
- Customising the Toolbars and Menus
- Using Action Buttons





Follow-up Individual consultancy and training as required.

Imagine what you'll know tomorrow...

For more information call

01256 323223

www.BlackSwanTraining.com