

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Add maps to a presentation
- * Integrate data from another program
- * Insert and manipulate multimedia components
- * Create interactive presentations
- * Share and review presentations
- * Create a Web Presentation
- * Customise PowerPoint

PREREQUISITES

It is recommended that students have basic experience with the fundamental application and uses of Microsoft PowerPoint 2000, ie. the ability to:

- * Produce and store a presentation
- * Access and retrieve data for editing
- * Edit simple text and slides to a required format and layout
- * Produce complex presentations to a required format and layout

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

ADDING MAPS TO PRESENTATIONS

- * Adding maps
- * The Microsoft Map control dialogue box
- * Additional formatting and editing features

ADVANCED GRAPHIC SKILLS

- * Efficiently viewing and using drawing tools
- * Drawing tool keyboard shortcuts
- * Multiple guides
- * Curved and freeform objects
- * Changing the shape of a curved or freeform object
- * Flowchart objects
- * Shadows and 3-D effects
- * Working with pictures in PowerPoint
- * Suitable graphic file formats
- * Modifying colour and applying special effects
- * Inserting pictures in PowerPoint

MULTIMEDIA

- * What is multimedia?
- * Adding sound
- * Voice narration
- * Adding movement to your presentation
- * Customising the sound or movie
- * Adding a Macromedia Flash object to your presentation
- * Kiosk presentations

INTERACTIVE PRESENTATIONS

- * Hyperlinks
- * Action buttons
- * Hidden slides
- * Custom shows

REVIEWING AND SHARING A PRESENTATION

- * Using comments
- * Sending presentations to others
- * Pack and Go Wizard
- * Power Point shows
- * Recording notes during your slide show

WEB PRESENTATIONS

- * Creating a web presentation
- * Web publishing options
- * Previewing your web presentation
- * Microsoft on the Web

LINKING AND EMBEDDING INFORMATION

- * PowerPoint integration features
- * Importing an existing Word document
- * Embedding fonts

CUSTOMISING POWERPOINT

- * Creating a template
- * Customising PowerPoint
- * Assigning a hyperlink to a toolbar button or menu command
- * Using macros to automate processes
- * Using add-ins