



Intermediate Microsoft PowerPoint (1 Day)

COURSE GOAL: To introduce users to the capabilities of PowerPoint.

PREREQUISITES: Beginning Windows, previous level, and /or equivalent skills.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Insert and deleting slides
- Rearranging slides in a presentation
- Copy slides within a presentation
- Drag and Drop to copy a slide
- Move or copy slides between presentations.
- Import slides from other presentations.
- Adding graphics.
- Editing and formatting Slide Master.
- Custom design templates.

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Editing the Notes Master
<input type="checkbox"/>	<input type="checkbox"/>	Adding a Graphic
<input type="checkbox"/>	<input type="checkbox"/>	Rearranging Slides in a Presentation
<input type="checkbox"/>	<input type="checkbox"/>	Use Action Buttons
<input type="checkbox"/>	<input type="checkbox"/>	Custom Backgrounds
<input type="checkbox"/>	<input type="checkbox"/>	Edit Master Handouts
<input type="checkbox"/>	<input type="checkbox"/>	Editing the Notes Master

If you answered NO to three or more of these questions, and understand Basic Windows, you should attend this class.

KEY TOPICS:

I. Presentation Management

- A. Inserting and Deleting Slides
- B. Rearranging Slides in a Presentation
- C. Copy Slides within a Presentation
- D. Drag and Drop to Copy a Slide
- E. Move or Copy Slides between presentations
- F. Import Slides from other Presentations

II. Master Views

- A. Formatting the Slide Master
- B. Adding a Graphic
- C. The Custom Background
- D. Creating the Presentation
- E. Editing the Title Slide Master
- F. Editing the Notes Master
- G. The Handout Master

III. Templates

- A. Changing Defaults
- B. Custom Content Template
- C. Custom Design Template

IV. Graphics Power

- A. Clip Art Power
- B. Animating Clip Art Elements
- C. Mask Effects
- D. Animating Chart Elements

V. Slide Show Tricks

- A. Action Buttons
- B. Ending The Show
- C. Package for CD

VI. Creating Web Pages

- A. Saving Presentations as HTML
- B. Web Page Templates