

Soft-Train®



At Soft-Train
Technology Works

Intermediate Microsoft PowerPoint (1 Day) ST85053

COURSE GOAL: To familiarize users with the Graphics, Slide Show Tricks, and more advanced features of Microsoft 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
- Customer 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 Graphics
<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, 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 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. Graphic 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. Sharing Your Presentation

- A.** Broadcast Your
Presentation to a Remote
Audience