

Soft-Train



At Soft-Train
Technology Works

Advanced Microsoft PowerPoint (1 Day) ST85054

COURSE GOAL: To introduce users to the advanced 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:

- Create Multimedia Presentations
- Use Equations
- Use Advanced Graphing Features
- Deliver PowerPoint Presentations in Different Media

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use Equation
<input type="checkbox"/>	<input type="checkbox"/>	Create/Play Multimedia Presentation
<input type="checkbox"/>	<input type="checkbox"/>	Edit the Equation
<input type="checkbox"/>	<input type="checkbox"/>	Create Presentation Broadcast
<input type="checkbox"/>	<input type="checkbox"/>	Create Self Running Presentations
<input type="checkbox"/>	<input type="checkbox"/>	Use Pen Feature
<input type="checkbox"/>	<input type="checkbox"/>	Create Internet Presentation
<input type="checkbox"/>	<input type="checkbox"/>	Create Agenda Slide/Home Page
<input type="checkbox"/>	<input type="checkbox"/>	Use Design Gallery

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

KEY TOPICS:

I. Equations

- A. Inserting Equations
- B. Editing an Equation

II. Creating a Multimedia Presentation

- A. Sounds and Movies
- B. Set Up a Laptop to Run a Slide Show on a Projector

III. Advanced Graphs

- A. Working with Datasheets
- B. Entering and Editing Data
- C. Modifying a Data Series
- D. Adding Trend Lines and Error Bars to Charts

IV. Presentation Delivery

- A. Sending Presentations via Email
- B. Presentation Broadcast
- C. Self-Running Presentations
- D. Custom Shows
- E. Hidden Slides
- F. Slide Annotation
- G. Comments

V. Internet Presentations

- A. Hyperlinks
- B. Saving Presentations for the Internet

VI. PowerPoint Resources

- A. Image Gallery
- B. Office on the Web