



POWERPOINT ESSENTIALS

SKILL LEVEL : INTERMEDIATE
DURATION : 1 FULL DAY

Mobile MOUSE
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COURSE OVERVIEW

This course is designed to empower users to get the most out of this industry standard presentation tool. By the end of the course, attendees will have a greater understanding of the multitude of fantastic features of PowerPoint including text manipulation, graphic manipulation and presentation, slide masters and layouts as well as animation and presenter options which in turn will facilitate the delivery and creation of super-charged presentations. This course is tailored towards students obtaining the Microsoft Office Specialist Certification (MOS).

WHO SHOULD ATTEND THIS COURSE

This course is intended for users familiar with PowerPoint (or who have, at the very least used PowerPoint before) but who wish to learn more about PowerPoint and how it can work for you. On completion, attendees should have a greater understanding of the finer points and features of PowerPoint allowing the creation of enhanced presentations.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course is not intended for new users to computing.
- Attendees should already have strong keyboard and mouse skills.

COURSE CONTENT AND OUTLINE

PART 1 - PRESENTATION ESSENTIALS

- The PowerPoint Layout
- Navigating PowerPoint
- Viewing and Adjusting slides
- Selecting and Re-arranging slides
- Adding and Deleting Slides
- Slide Headers and Footers
- Inserting and Modifying Text
 - Working with the Slides and Outline Pane
 - Importing text and slides from Word and other Files
 - Copying and moving text and objects
 - Spell check
 - Text formatting
- Changing Slide Layouts and Object Placeholders
- Customizing the Quick Access Toolbar

PART 2 - GRAPHICAL PRESENTATION ELEMENTS

- Tables and Charts
- Working with Images and Clipart
 - Cropping, transparency and other cool effects
 - Grouping and aligning objects
 - Import Photos from an Album (Photo Albums)
- WordArt
- Organizational Charts and SmartArt
- Working with Shapes
 - Draw / Edit / Delete Shapes
 - Format and Align Shapes
 - Add Text to Shapes
 - Shape effects
 - Flowcharts
- Apply Design Templates and Themes
- Slide backgrounds and effects
- Slide colour schemes and themes

PART 3 - SMART PRESENTATIONS

- Slide Masters and Layouts
- Substituting fonts
- Bullets and Numbering
- Tabs and indents
- Create & Edit Templates and Themes
- Animation
 - Animating slide objects using pre-set animation
 - Animating slide objects using custom animation
- Motion Paths
- Slide transitions and timings
- Rehearsals and Recording
- Bookmarks and hyperlinks

PART 4 - PRESENTATION DELIVERY

- Handouts and Notes including Masters
- Printing handouts, outlines, slides & speaker notes
- Import data from other Office applications
- Incorporating Movies and Sounds
- Export a presentation to MS Word
- Setting up a slide show
- Presenter View
- Delivering a slide presentation
- Preparing presentations for delivery on another PC

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Authorized Testing Center

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AUTHORIZED TESTING CENTER

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
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POWERPOINT ESSENTIALS (INTERMEDIATE)

