



# Microsoft PowerPoint Essentials

(Available in Microsoft PowerPoint 2003, 2007 or 2010 format)



# Mobile MOUSE



# Microsoft PowerPoint Essentials

A Nationally Recognised Course

Venue: Onsite (your premises) or Inhouse (our premises)

Duration: 1 Full Day (9am - 4pm)

## Part One - Presentation Basics

- The PowerPoint Layout
- Starting a New Presentation
- Navigating the PowerPoint window
  - Viewing slides
  - Adjusting panes
  - Selecting slides
  - Rearrange 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
- Customising PowerPoint toolbars / Quick Access Toolbar

## Part Two - Colour and Graphics

- Tables and Charts
- Working with Images and Clipart
  - Cropping, transparency and other cool effects
  - Grouping and aligning objects
- WordArt
- Organizational Charts (SmartArt in 2007 / 2010)
- 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
- Slide colour schemes and themes

## Part Three - Creating Smart Presentations

- Slide Masters and Layouts
  - Smart usage of masters and layouts
  - Creating custom masters and layouts
- Substituting fonts
- Bullets and Numbering
- Tabs and indents
- Creating and Editing templates and Office themes
- Animation
  - Animating slide objects using preset animation
  - Animating slide objects using custom animation
  - Slide transitions
  - Slide timings in rehearsal
- Bookmarks and hyperlinks



## Part Four - Delivering the Presentation

- Handouts and Notes
- Handouts and Notes Masters
- Printing your Presentation
  - Print handouts, outlines, slides & speaker notes
- Use Data from Other Sources
  - Import data from other Office applications
  - Incorporating Movies and Sounds
  - Export a presentation to MS Word
- Manage & Deliver a Presentation
  - Setting up a slide show
  - Show Presenter View
  - Delivering a slide presentation
  - Embedding fonts
  - Package for CD or folder
  - Import from Album

### What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

## CONTACT MOBILE MOUSE NOW

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## WHO SHOULD ATTEND THIS COURSE?

This course is designed for people who anyone who wants to be able to use Microsoft PowerPoint proficiently. Anyone who needs to work smarter & quicker in PowerPoint is an ideal candidate for this course.

Please note that this course is not intended for users who are new to computers. Attendees should already have solid fundametal keyboard and mouse skills.

