



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft PowerPoint Level 2

Duration: 1 Day

Objectives: This course is designed for existing users of Microsoft PowerPoint. Users will learn advanced features of PowerPoint as well as how to embed Word and Excel objects into a presentation.

Prerequisites: This course is aimed at existing users of Microsoft PowerPoint who have attended the Microsoft PowerPoint Level 1 course or who have a basic understanding of PowerPoint.

Working with Templates

- Working with Templates
- Creating your own templates
- Working with Fonts

Working with Graphic Objects

- Working with Clip art
- Using AutoCorrect
- Using Style Checker
- Add scanned images
- Sound and Moving images

Importing and Embedding Objects

- Importing text from Word
- Creating a Table
- Enhancing a Table
- Editing a Table
- Importing a Chart
- Embedding a Chart

Advanced Text Features

- Using Ruler to set Tabs and Indents
- Text Anchoring
- Find and Replace Text
- Inserting Headers and Footers

Organisation Charts and Charts

- Advanced Organisation Charts
- Advanced Charts
- Import Data from Spreadsheets

Hyperlinks

- Creating Hyperlinks
- Editing Hyperlinks
- Deleting Hyperlinks

Slide show

- Inserting slides from other presentations
- Summary Slides
- Hiding Slides
- Custom Shows
- Setting Automatic Slide Timings
- Presentation Comments
- Action Items
- On Line Broadcastings
- Publishing to the Web