

Up Coming Course

RM350

Time: 9am - 5pm

Duration : 14 Hours

Microsoft PowerPoint II

Why and for who?

To become acquainted with the Power Point Program and learn how to create Power Point Presentation(s). At the end of the class, students will be able to use the basic features of the Power Point Program.

Presenters, teachers, sales representative and generally anyone who are interested to learn how to create interesting and effective presentations.

What will you learn?

LESSON 1: CUSTOMIZING POWERPOINT

- 1.1 Changing the Setting on the Options Dialog Box
- 1.2 Customizing Toolbars and Menus

LESSON 2: WORKING WITH OTHER OBJECTS ON A SLIDE

- 2.1 Inserting an Object into PowerPoint Slide
- 2.2 Inserting an Equations
- 2.3 Inserting an Organization Chart
- 2.4 Tables
- 2.5 Chart
- 2.6 Applying Movie and Sound Effects
- 2.7 About Recording a Voice Narration or Sound in a Slide Show

LESSON 3: WORKING WITH NOTE PAGES AND HANDOUTS

- 3.1 Typing Notes While Working On a Presentation
- 3.2 Adding, Changing, or Deleting Items on Notes Master
- 3.3 Creating Handouts

LESSON 4: USING THE STYLE CHECKER

LESSON 5: ADVANCED SLIDE DESIGNING METHODS

- 5.1 Applying Animation Effects
- 5.2 Custom Show

LESSON 7: PUBLISHING A PRESENTATION TO THE WEB

- 7.1 Previewing a Presentation as a Web page
- 7.2 Publishing a presentation or HTML file to the Web
- 7.3 Updating a Web Presentation After You Publish It

LESSON 8: WORKING WITH TEMPLATES

- 8.1 Using a Template
- 8.2 Creating a Template

LESSON 9: POWERPOINT WITH OTHER APPLICATIONS

- 9.1 Sharing Information and Graphics between Applications
- 9.2 Linking and Embedding
- 9.3 Sending Notes, Handouts, or an Outline to Word

LESSON 10: POWERPOINT IN MULTI USERS ENVIRONMENT

- 10.1 Sharing or Distributing Presentations
- 10.2 Adding Comments to a Presentation

LESSON 11: MACROS

- 11.1 Recording a Macro
- 11.2 Setting Up a Macro to Run During a Slide Show

- 5.3 Creating Agenda Slide
- 5.4 Creating Interactive Slides
- 5.5 Setting a Hyperlink Base for a Presentation
- 5.6 About Setting and Rehearsing Slide Show Timings
- 5.7 Color Schemes

- 11.3 Running a Macro
- 11.4 Deleting a Macro
- 11.5 Attaching a Macro to a Toolbar Button

LESSON 6: ADVANCED RUNNING SLIDE SHOW METHODS

- 6.1 Ways to Run a Slide Show
- 6.2 Using Keyboard Shortcuts During Slide Show
- 6.3 Using Pointer
- 6.4 Meeting Minutes, Speaker Notes and Action Items
- 6.5 PowerPoint Viewer
- 6.6 Pack and Go Wizard
- 6.7 Self Running Presentation

Workshop Exercise

- ⇒ Create Business Plan Presentation
- ⇒ Create Company Meeting Presentation
- ⇒ Create Marketing Plan Presentation
- ⇒ Create Product Overview Presentation

What will you receive?

Each participant will get a Microsoft Powerpoint Level II handout with exercises and a CD with the professional sample templates and backgrounds.



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