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Microsoft PowerPoint level 1 course content (1-day)

Course Description

Microsoft Office PowerPoint Beginners course will allow you to create and deliver presentations, you will capture your audience's attention and communicate your idea more effectively. You will also clearly establish your authority and professionalism with a dynamic presentation style that makes full use of PowerPoint's features.

Target Audience

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint.

Prerequisites

Good working knowledge of the Windows Operating System and proper IT skills

Course Outline:

1. Explore Power Point

- Working with the user interface
- Creating and saving presentations
- Compatibility with earlier versions
- Opening, Moving around in, and closing presentations
- Viewing presentations on different ways

2. Working with Slides

- Adding and Deleting slides
- Adding slides with ready-made content
- Slide Libraries
- Exporting presentations as outlines
- Dividing presentations into sections
- Rearranging slides and sections

3. Working with Slide Content

- Entering text into placeholders
- Adding text boxes
- Changing the default font for text boxes
- Editing text
- Clipboard
- Correcting and sizing text while typing
- Checking spelling and choosing the best words
- Research information
- Find and Replacing text and fonts

4. Format Slides

- Applying themes
- Using different theme colours and fonts
- Changing the slide background
- Changing the look of place holders
- Changing the alignment, spacing, size and look of text

5. Add Simple Visual Enhancements

- Insert Picture and Clip Art images
- Inserting Diagrams
- Graphic formats
- Converting existing bullets into a diagram
- Inserting charts
- Inserting shapes
- Connecting shapes
- Adding transitions

6. Review and Deliver Presentation

- Setting up a presentation for delivery
- Previewing and Printing Presentations
- Preparing speaker notes and Handouts
- Enhanced Handouts
- Finalizing Presentations
- Setting up presenter view
- Delivering a presentation

Microsoft PowerPoint level 2 course content (1-day)

Course Description

Microsoft Office PowerPoint Advanced course builds on the skills and concepts taught in PowerPoint: Basic. Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts.

Target Audience

Experienced Power Point users that would like to learn how to optimize the use of Power Point.

Prerequisites

MS PowerPoint for Beginners Course or equivalent knowledge

Course Outline

1. Add Tables

- Inserting tables
- Formatting tables
- Inserting and updating excel worksheets

2. Fine Tune Visual Elements

- Editing pictures
- Customizing Diagrams
- Formatting Charts
- Arranging Graphics
- Alt Text

3. Add Other Enhancements

- Adding Word Art Text
- Inserting Symbols and Equations
- Insert Screen Clipping
- Creating Hyperlinks
- Attaching the same hyperlink to every slide
- Attaching actions to text or objects

4. Add Animation

- Using Ready Made Animation
- Customizing animation effects

5. Add Sound and Movies

- Inserting and playing Sounds
- Inserting and playing Videos
- Inserting videos from web sites

6. Share and Review Presentations

- Collaborating with other people
- Broadcasting presentations
- Saving presentations in other formats
- Sending presentations directly from Power Point
- Password Protecting Presentations
- Adding and Reviewing Comments
- Merging presentations versions

7. Create Custom Presentation Elements

- Creating them colours and fonts
- Viewing and changing slide masters
- Creating slide layouts
- Saving custom design templates

8. Prepare for Delivery

- Adapting presentations for different audiences
- Rehearsing presentations
- Recording presentations
- Preparing presentations for travel
- Saving presentations as videos

9. Customize Power Point

- Change default program options
- Customizing the ribbon
- Customizing the Quick Access Toolbar