

Advanced PowerPoint Goals and Objectives

Goals of this course

- a. To expand on the users knowledge of the various tools provided within PowerPoint 2007 and, thus, improve the efficiency with which they produce presentations.

Objectives of this course

After completing this course the user will be able to:

1. Demonstrate an understanding of audience, environment and assimilation of text/graphics when creating a presentation and delivering it effectively.
2. Create and save templates with appropriate fill effects, logos and bullet points.
3. Insert slide masters and slide master layouts.
4. Edit slide master layouts and apply them to selected slides.
5. Merge slides from one presentation into another presentation.
6. Use the outline of a word processed document to create a new presentation.
7. Save slides in a PowerPoint presentation in gif, jpg or bmp format.
8. Convert a picture to a drawn object.
9. Use manipulation tools such as grouping, send backward, bring forward, position according to co-ordinates and relative to a slide, on pictures, images and drawn objects.
10. Apply and modify 3-D effects on drawn objects.
11. Apply various types of fill effect to drawn objects.
12. Crop and rescale images.
13. Convert images to greyscale or black/white.
14. Display rulers, grids and guides on a slide, and use 'snap objects to grid' feature.
15. Change items within charts and graphs, such as chart type, data series, scale of a value axis, minimum and maximum number to display and major intervals, gap and overlap between columns.
16. Draw and modify flowcharts and diagrams.
17. Insert sounds and movies in a presentation.
18. Insert action buttons/settings to navigate to a specified slide, URL, file or custom show.

19. Create/change sequence of animations on text, drawn objects, and charts.
20. Insert, edit and remove a hyperlink.
21. Apply slide show control settings (interaction on slide content for navigation, create and remove slide timings, loop a presentation, and timed/manual slide advance).
22. Create, edit and run customised shows.
23. Link data from an image, word document or spreadsheet and display as an object.
24. Update and modify linked data into a presentation, and embed a linked object.