

PowerPoint Introduction

1 Day (9am to 4pm)

Course Description

PowerPoint has become the standard for presentations, but most people don't know how to use it properly—especially if they have to go back to work on a presentation that was created previously. This course breaks down the process of working with PowerPoint to its very basics and then builds them back up again so that you can edit or create any presentation quickly and effectively.

Course Prerequisite: Knowledge of basic Windows use and ability to use keyboard and mouse.

Topics Covered

Overview

What Is A Presentation Program?
Placeholders
Understanding The Different Slide Views

Working With Text

Drawing a Placeholder vs. Using Preset
Typing Regular Text
Moving And Sizing Text Frames
Changing Fonts, Alignment, Colour, Spacing
Formatting Placeholders
Adding Borders And Shading
Shape Effects & Quick Styles (2007/2010)
Copying Formats with Format Painter
Bullet & Numbered Lists

Adding Clip Art & Other Pictures

Inserting Clip Art
Changing Clip Art
Editing Clip Art
Inserting Other Pictures
Formatting Pictures

Drawing Tools (Basic Overview)

Drawing Toolbars
Lines & Arrows
Rectangles & Squares
Text Boxes
Ovals & Circles
Polygons & Freehand
Selecting Shapes
Moving & Sizing
Formatting (Fill & Line Attributes)
Adding Text to Shapes
Grouping & Ungrouping
Order, Align, Grid
Rotate & Flip
Editing Points

Graphs

Adding A Graph – e.g. Pie, Bar/Column
Working With Data Sheets or Excel Data Sheets (2007/2010 only)
Chart Toolbar (2003 only)
Chart Options (2007/2010 only)
Legends, Gridlines, Data Labels, Scaling
Plot Frames
3D Views
Cutting Slices
Formatting (Patterns, Fonts, Numbers)
Changing Chart Types
Pie Chart Tips

Master Pages & Templates

Change Slide Layout
Setting Default Fonts, Bullets
Adding Clip Art To Every Page
Choosing Different Templates
Working with Themes (2007/2010 only)
Slide Master vs. Title Master, Other Master Pages

General

Introduction to Slide Shows
Re-ordering slides
Duplicating Objects or Entire Slides
Saving / Opening / Closing / New
Printing

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at:

www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at:

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Computer Training Courses / SoftSkills Seminars / Access Database Development

Computer Help is a division of MPM Skills Development Inc.

Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1

Phone: 416-494-4912, Fax: 416-494-9952, www.Computer-Help.ca

Classroom Locations: Toronto, North York, Mississauga, Newmarket



PowerPoint Intermediate

1 Day (9am to 4pm)

Course Description

So you can create a half-decent presentation, but shouldn't it be really good? This course teaches you the PowerPoint techniques that make your talks really pop.

With animation, interesting ways to show your points, and the ability to keep your audience focused by controlling the flow of information, you'll be able to battle the number one thing that keeps your point from getting across: boredom.

Course Prerequisite: Understanding of PowerPoint Introduction topics.

Topics Covered

WordArt

Creating Fancy Text Frames With WordArt
Formatting WordArt Objects

Drawing Tools (Advanced Look)

Review Of How To Draw Shapes
Using & Changing AutoShapes
Select, Moving, Sizing, Nudging, Deleting
Adding Text to Shapes
Copy & Duplicate, Effects, Gradient, Shadow, 3D
Group, Ungroup, Regroup
Forward & Back / Grids & Guides
Nudge, Align & Distribute
Flipping, Reroute Connectors, Edit Points

Advanced ClipArt

Ungrouping & Changing ClipArt
Making Your Own ClipArt

Themes (2007/2010)

Modify a Theme
Create a Theme

Background Styles (2007/2010)

Advanced Templates

Slide Master & Title Master
When a Slide Does Not Follow the Master
Editing Template & Master Pages
Slide Backgrounds
Creating New Master Pages
Apply Different Design Templates/Masters to Slides
Custom Slide Layouts (2007/2010)
Creating & Saving Custom Templates
Creating a New Presentation with the Template
Applying Custom Template to Existing Presentation

SmartArt Graphics (2007/2010)

Change Layout and Colours
Choose a Layout

Organization Charts

Creating Organization Charts
Extending The Size Of The Organization
Adding an Assistant
Selecting Chart Styles
Changing Boxes, Lines, and Text
Organization Chart Layouts

Creating and Editing Diagrams (2003)

Cycle Diagrams
Radial Diagrams
Pyramid Diagrams
Venn Diagrams
Target Diagrams

Speaker Notes

Working In Speaker Notes View
Printing Speaker Notes

Creating a Photo Album

Selecting Pictures
Adding Text Boxes
Picture Options
Picture Layout

Introduction to Transitions & Animations

Selecting Effects
Setting Options
Adding Sound
Advancing Slides
Animating Bulleted or Numbered Lists
Modifying Animation Effects
Other Animation Choices
Animation Schemes

Adding Sounds & Movies

Inserting Sounds
Altering How Sounds Play & Display
Adding Movies
Altering How Movies Play & Display
Play Settings

Slide Shows (Basic Overview)

Running a Show
Setup & Options
Pen Pointer Options
Keystrokes

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PowerPoint Advanced

1 Day (9am to 4pm)

Course Description

PowerPoint is a powerful tool for making presentations, but do you really know when and why you should be using any of them? How do you design a good presentation anyway? This course takes you through PowerPoint in a new way, moving away from the technical stuff to the design decisions that are needed to make something really professional. You'll also learn how to keep it professional: we'll walk you through all the "gotchas" of moving a presentation from your computer to any other, no matter where you need to give your talk.

Course Prerequisite: Solid understanding of PowerPoint Intermediate topics.

Topics Covered

Part One – Slide Shows

Animations & Transitions

Quick Review of Transitions
 Animating Bulleted or Numbered Lists
 Animating Charts
 Animating ClipArt & Drawings
 Motion Paths
 Animating Diagrams
 Modifying Animation Effects
 Other Animation Choices
 Rehearse Timings
 Motion Paths
 Using Animations with Master Pages

Review of Adding Sounds & Movies

Incorporating into Animation Sequence

Action Buttons and Action Settings

Using Action Buttons
 Creating Your Own

Slide Shows

Basic Setup
 Shows Presented vs. Run at Trade Show
 Summary Slides
 Custom Shows
 Broadcast Slide Show (2010)
 Creating Links
 Slide Show Keystrokes
 Saving a Presentation as a Show
 Saving a Presentation as a Video (2010)

Macros

Recording Macros
 Adding an Icon to Run a Macro

Part Two - Effective Presentations

Design & Planning

Initial Design
 Workflow of presentation
 Presentation Format - Order & Timings
 Layouts

The Content - How much is too much?

Adding Content
 Managing Content
 Organizing Information

Multimedia - The Safe way

Effective use of sound
 Effective use of pictures/clip art
 Effective use of Video Clips
 Interaction between Audience & Multimedia

Colors! Colors! Colors!

The Color Palette
 The Pinks & Greens! - Choosing the "right"
 Colors
 Computer Colors vs. Projector Colors

World of Fonts - Which one?

Formatting Text
 Selecting Fonts
 Determining Effective Font Size
 Font Styles and Gradients
 Word Art

Handouts

Creating Handouts
 Use of Fonts/Colors
 Audience Interaction
 Feedback Forms

Rehearsing & Packaging

Openers and Closers
 Questions and Answers
 Pack and Go
 Package for CD (2007/2010)
 Converting to Web
 Creating a Video (2010)

Technology - Be Prepared

Pointers
 How to use LCD Projectors
 Backups Plans

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PowerPoint 2007/2010 Upgrade

1 Day (9am to 4pm)

Course Description

The release of Office 2007 brought a major change in the way PowerPoint presentations are made. With the new Ribbon interface both Office 2007 and 2010 approach many tasks, even the simplest ones, in a new way. If you're comfortable with older versions of PowerPoint, you may find yourself floundering for some time before you can become proficient in these new versions. Why not save yourself time and trouble by taking this course and getting Computer Help to show you how to transition to the new Office, rather than having to figure it out on your own?

Course Prerequisite: This course is *not* intended for beginners. An Intermediate or better knowledge of PowerPoint (versions 97, 2000, 2002 XP, or 2003) is essential.

Topics Covered

General

New Interface
The Office Button
The Ribbon
Customize Quick Access Toolbar
Printing a File to the List

Creating & Editing Presentations

Simpler Slide Layouts
Using Themes for Slide Design
Selecting Items with Selection Panel

Formatting

Basic Formatting
Customizing Theme Colours, Fonts & Effects
Changing Background Styles
Easy Formatting with Quick Styles
New & Improved Effects for Text, Shapes & Pictures
Enhanced Slide Background Options

Drawing Tools & Adding Pictures

Easier-to-use Drawing Tools
New Effects for Pictures
Easier Picture Formatting
Trading Pictures
Changing Picture Shape
Adding Screenshots (2010)

Table Enhancements

Formatting Tables with Table Styles
Table Layout Options

Charts

Improved Look for Charts
Excel-Based Datasheets
Easier, Faster Chart Formatting
Many New Chart Design Tools
High-Impact Organization Charts & Diagrams with SmartArt
Improved Table Options

New Proofing Tools

Set Up Options
AutoCorrect Options

Slide Shows

Easier Application of Transition Effects
Easier Application of Animation Effects
Saving Screen Resolution with Show Presenter View
Proofing Tools – Spell, Research, Comments

Master Pages

Easier Editing of Master Pages
New Custom Layout Options
Applying Themes to Individual Masters
Adding/Removing Titles and Footers

Saving and Converting

Converting Existing Presentations to 2007/2010
Converting 2007/2010 Presentations to earlier versions
Converting to Other Formats, including Slide Shows
Sharing Individual Slides for Future Use
Mark as Final for Read-Only

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