

Introduction, 1 Day

Course Description

This course provides a solid introduction to using this powerful program and provides the student with the skills to begin creating truly dynamic presentations. The objective is to supply the student with an understanding of presentation basics, including all aspects of working with text and graphical charts.

The Introductory course allows the user to create simple though effective presentations right away. However, to really “jazz up” presentations and utilize the high level of customization allowed by PowerPoint, most students go on to the Advanced course.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with PowerPoint is necessary.

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
- Bullet & Numbered Lists

Clip Art

- Inserting Clip Art
- Changing Clip Art
- Editing Clip Art

Graphs

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

Drawing Tools (Basic Overview)

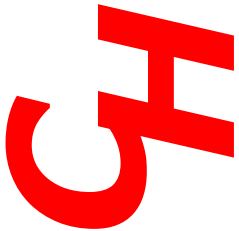
- Drawing Toolbar
- Lines & Arrows
- Rectangles & Squares
- Text Boxes
- Ovals & Circles
- Polygons
- Freehand
- Selecting Shapes
- Moving & Sizing
- Formatting (Fill & Line Attributes)
- Adding Text to Shapes
- Grouping & Ungrouping
- Order, Align, Grid
- Rotate & Flip
- Editing Points

Master Pages & Templates (Basic Overview)

- Setting Default Fonts, Bullets
- Adding Clip Art To Every Page
- Choosing Different Templates
- Working with Themes (2007 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



Intermediate, 1 Day

Course Description

This course is designed for students already familiar with the basics of creating a presentation, as covered in the Introduction course, and who want to really spice up their presentations with drawings, sounds & movies and some special effects. The course also looks at creating some text-based charts and photo albums, as well as customizing PowerPoint to suit each student's needs.

Prerequisites

PowerPoint Introduction or equivalent knowledge.

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, 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

Advanced Templates

Slide Master & Title Master
Editing Template & Master Pages
Slide Backgrounds
Creating New Master Pages
Apply Different Design Templates/Masters to Slides
Creating & Saving Custom Templates
Creating a New Presentation with the Template
Applying Custom Template to Existing Presentation

Speaker Notes

Working In Speaker Notes View
Printing Speaker Notes

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

Cycle Diagrams
Radial Diagrams
Pyramid Diagrams
Venn Diagrams
Target Diagrams

Creating a Photo Album

Selecting Pictures
Adding Text Boxes
Picture Options
Picture Layout

Adding Sounds & Movies

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

Transitions

Selecting Effects
Setting Options
Adding Sound
Advancing Slides

Animation (Basic Overview)

Animating Bulleted or Numbered Lists
Modifying Animation Effects
Other Animation Choices
Animation Schemes

Slide Shows (Basic Overview)

Running a Show
Setup & Options
Keystrokes

Advanced, 1 Day

Course Description

This course is designed for students already familiar with the basics of creating a presentation as covered in the Introduction and Intermediate courses, and who want to learn how to give truly effective presentations. The course looks at animations and setting up slide shows in depth as well as the planning, designing and packaging of presentations. Proper use of multimedia elements and delivery formats will also be discussed. So get ready and put on your creative hats and explore the world beyond a basic presentation.

Prerequisites

PowerPoint Intermediate or equivalent knowledge.

Topics Covered

Animations

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

Setting up a Slide Show

- Basic Setup
- Shows Presented vs. Run at Trade Show
- Summary Slides
- Custom Shows
- Creating Links
- Saving a Presentation as a Show

Action Buttons and Action Settings

- Using Action Buttons
- Creating Your Own

Macros

- Recording Macros
- Adding an Icon to Run a Macro

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
- Converting to Web

Technology - Be Prepared

- Pointers
- How to use LCD Projectors
- Backups Plans