

Microsoft PowerPoint 2000 Specialised

Overview

The skills and knowledge acquired in Microsoft PowerPoint 2000 Specialised are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft PowerPoint 2000 Specialised is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft PowerPoint 2000 Specialised assumes the delegate has completed the PowerPoint 2000 Fundamentals course or has equivalent knowledge.

Objectives

At the completion of Microsoft PowerPoint 2000 Specialised you should be able to:

- create slide masters for use in presentations
- create and use templates and colour schemes
- create animations in a presentation
- insert movie clips and sound waves and work with action buttons
- set up an on-screen presentation
- save presentations using a variety of file formats
- use effects to enhance your slides and presentations
- enhance images within your presentation
- use different backgrounds to suit your presentation and your audience
- create organisational charts in presentations
- modify charts in a presentation
- insert tables from Microsoft Word and modify them in PowerPoint
- import data into PowerPoint from a number of different applications
- prepare the outputs, print and deliver a presentation
- create and manipulate flowcharts within a PowerPoint presentation
- create, edit and manipulate customised slide shows
- create slides from other presentations or Word outlines
- create and run simple macros within your presentations
- identify the importance of planning a presentation

Course Duration is 1 Day

Course Code: P3M2

Topics

Slide Masters

Using Master Slides
Viewing The Slide Master
Modifying The Master Font
Modifying The Bullet Colour
Changing The Bullet Shape
Adding A Logo
Adding Automatic Slide Numbers
Inserting Pictures And Drawn Objects
Deleting Pictures, Images And Drawn Objects
Adding Footer Text
Adding Footer Dates

Templates & Colour Schemes

About Templates & Colour Schemes
Applying A Design Template
Changing Design Templates
Creating A Blank Presentation
Changing The Colour Scheme
Adding Graphics
Customising Bullets And Text Layout
Creating A Template
Creating A Greyscale Colour Scheme
Using The Customised Template

Animation

Animation Schemes
Custom Text Animation
Applying Custom Text Animation
Custom Object Animation
Motion Paths
Animating Diagrams
Slide Transition
Changing Custom Animation

Media & Action Buttons

Inserting A Movie Clip
Inserting Sounds
Action Buttons
Creating Action Buttons
Duplicating Action Buttons
Creating AutoShape Action Buttons
Assignment – AutoShape Action Buttons
Testing Actions Buttons

Set Up Shows

Applying Timings For A Kiosk
Set Up Show For Kiosk
Set Up Show For Speaker
Rehearsed Timings
Package For CD

Saving Presentations

Saving A Presentation With A New Name
Saving A Presentation In Rich Text Format

Saving A Presentation In Image File Format
Saving A Presentation As A Windows Metafile
Saving A Presentation To An Earlier Version
Saving A Presentation As HTML

Using Effects

Setting a Transparent Colour
Applying 3D Effects To Objects
Applying Shadow Effects to Objects
Fill Effects
Applying Colour Fill Effects
Applying Gradient Fill Effects
Applying Texture Fill Effects
Applying Pattern and Picture Fill Effects
Applying Formats to Other Objects

Working with Images

Changing the Image Colour
Recolouring an Image
Cropping an Image
Resizing an Image
Rotating and Flipping Images
Converting an Image As a Graphic File

Slide Backgrounds

Changing Background Colour Of Slides
Background Fill Effects - Gradient
Background Fill Effects - Texture
Background Fill Effects - Patterns
Background Fill Effects - Pictures

Organisation Charts

Creating An Organisation Chart
Editing Organisation Charts
Adding Subordinates
Changing Subordinate Layout
Formatting Organisation Charts
Formatting Organisation Chart Branches
Adding An Assistant
Adding Co-workers
Removing Organisation Chart Positions
Changing Hierarchical Structure

Modifying Charts

Chart Elements
Modifying Chart Data
Modifying Chart Colour
Modifying Column Colour
Modifying Bar Colour
Modifying Line Colour
Deleting Data Series
Modifying Chart Options
Showing Chart Legends
Modifying Chart Legends
Adding Data Labels To A Chart
Working With Pie Charts

Modifying Chart Backgrounds
Resizing Charts
Duplicating Charts
Moving Charts
Deleting Charts
Mixed Charts
Primary and Secondary Axes

Word Tables

Inserting A Word Table
Formatting A Word Table
Entering Text In A Word Table
Changing Column Width In A Word Table
Adding Borders To Word Tables
Adding Shading To Word Tables

Importing into PowerPoint

Copying & Linking Excel Tables
Importing & Linking Excel Charts
Importing Word Tables
Changing a Linked Object to Embedded
Linking Images

Prepare Outputs

Selecting Output Formats
Spell Checking Presentations
Changing The Slide Setup
Duplicating Slides
Moving Slides
Deleting Slides
Hiding And Showing Slides

Flowcharts

Create A Flowchart
Adding Connectors To Flowcharts
Adding Text To Flowcharts
Editing A Grouped Object

Custom Slide Shows

Creating a Customised Slide Show
Running a Customised Slide Show
Editing a Customised Slide Show

Merging Information

Creating Slides From a Word Outline
Inserting Slides from Other Presentations

Macros

Recording a Simple Macro
Running a Macro
Assigning a Macro to a Toolbar

Design Considerations

Planning a Presentation
The Environment
The Audience
Style Guidelines
Design and Layout
Delivering A Presentation