

# Microsoft PowerPoint XP Specialised

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## Overview

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

## Target Audience

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

## Pre-requisites

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

## Objectives

At the completion of Microsoft PowerPoint XP 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: P4M2**

## Topics

### Slide Masters

Using Master Slides  
 Viewing The Slide Masters  
 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