Microsoft Project Office Intermediate Level

◗ Course Aim

The aim of this training course is to provide clients with the necessary skills required to produce professional presentations using a Microsoft PowerPoint incorporating various practical formatting, charts, images, animation, video & audio

◗ Client Profile

It is important that each client has previous experience and a basic working knowledge of Microsoft Word, or any word processor, Ideally each client would have access to a computer system where Microsoft powerPoint is available to maximum learning post training

Basic Working knowledge **–** Open Close Save files, understand the formatting menu i.e. Font, Font size, Text colour and importantly to be able to navigate within a document.

◗ Course Outline

- Outline mode
- Working with the title page
- Displaying points with bullets & lists
- Designing for overheads in b&w & colour
- Fonts, styles and formats
- Drawing lines, boxes and curves
- slide templates
- Previewing a presentation
- Clipart and images
- Designing for 35mm Slides
- Changing the colour scheme
- Creating a consistent look
- Slide transition effects
- Building the presentation
- Changing a slide background

- Creating and importing charts
- Speaker and summary notes
- Slide sorter mode
- Using the Wizards & Assistants
- Rotating text and objects
- Adding multimedia effects
- Animating charts and other graphics
- Recording and playing back sound
- Automatic slide show
- Creating testing slide timings
- Importing text for a presentation
- Putting it all together

◗ Course Location:

Online or Classroom Based

◗ Course Duration:

1 Full Day