

# Microsoft PowerPoint Advanced

2002 / 2003 / 2007



Duration: 1 day

## Who Should Attend / Target Audience

This course has been developed for the PowerPoint "power user" who would like to acquire more skills in manipulating data and objects in Microsoft PowerPoint.

## Prerequisites

Participants will need to have attended or have a good working knowledge of the topics covered in the Microsoft PowerPoint Introduction course.

## Learning Outcomes

- Use Slide Masters for universal formatting
- Create and modify Charts, Organisation Charts and Tables
- Create Motion Paths and Triggers for animation
- Work with images and media clips
- Insert and link data from other applications
- Utilise Notes and Handouts for printing

## Course Content

Version: 18/12/09

### Slide Masters

Adding Objects to the Master  
Adding a Logo to all Slides  
Formatting the Object Area  
Slide Numbering  
Dates and Times  
Slide Number Text

### The Title Master

### Notes and Handouts

Viewing the Notes and Handouts Master

### Inserting Charts

Inserting a Chart  
The Datasheet  
Deleting Columns and Rows  
Changing Column Widths  
Changing the Chart Type  
Sizing the Chart  
Sizing the Legend  
Deleting an Axis  
Rotating a Chart  
A Data Table  
Formatting a Chart  
Returning to PowerPoint  
Animating a Chart

### Organisation Charts

Starting the Organisation Chart  
Typing the Text  
Adding Subordinates, Co-worker's & Assistants  
Styles  
Box Formatting & Shadows  
Colours & Line Formatting  
Sizing an Organisation Chart

### Tables

Inserting a Table  
Merging Cells  
Adding a Row  
Vertical Alignment  
Using the Table Icon  
Formatting the Table  
Column Width and Row Height  
Inserting and Deleting a Column  
Inserting and Deleting a Row  
Table Borders

### Drawing a Table

Using the Eraser

### Editing ClipArt

Inserting a Picture  
Ungrouping a Picture  
Formatting parts of a Picture  
Altering the Position  
Grouping a Picture

### Media Clips

Inserting the Media Clip  
Viewing the Media Clip

### Motion Paths and Triggers

Adding and Editing Motion Paths  
Setting a Trigger

### Inserting Slides from Other Presentations

### Importing / Exporting Data

Linking an Object  
Importing from Microsoft Word  
Exporting & Embedding to Word

### Summary Slide

Creating a Summary Slide

### Hyperlinks and Action Buttons

Creating and Removing Hyperlinks  
Creating Action Buttons

### Custom Shows

Creating a Custom Show  
Running a Custom Show  
Editing a Custom Show

### Setting Up a Show

### Annotating Slides

Annotating the Slide  
Pen Colour  
Black Screen

### The Pack & Go Wizard

Using the Compressed Files  
Copying to a Folder  
Copying to a CD

Next Level Course: n/a

Availability:  In House  Closed Group  Public

MELBOURNE  
SYDNEY  
BRISBANE  
TOWNSVILLE  
CAIRNS

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