

Microsoft PowerPoint Level 2

Course Objectives:

This advanced PowerPoint course teaches the user to use advanced features in PowerPoint such as 'tailoring' the look of a presentation, including modification of the Slide Masters. The delegate will complete exercises using tables, organisation charts, speaker's notes and outlines. Also covered in some depth are the topics of Object Linking & Embedding (OLE) between Word and PowerPoint importing text outlines and exporting presentations as outlines.

Course Contents

Modifying the Slide Master	How changes to the Slide Master affect the entire presentation - a customised approach.
Use of the Ruler	Adjusting indents within paragraphs and setting up/using tab stops. Adjusting line/paragraph spacing.
Object Linking & Embedding	Linking data between applications for 'dynamic' updates.
Tables/Organisation Charts	How to create and edit these charts.
Speaker's Notes	Creating and editing notes as a presentation aid.
Working with Outlines	Importing (text) outlines into PowerPoint and exporting presentations as outlines.
Customising Tool Bars	Adding to/removing buttons from tool bars to work more efficiently with the package.

Course Details This is a one-day advanced course running from 9:30 am - 4:30 pm. Courses run at both Swansea and Cardiff locations.

Prerequisites Attendees will gain the maximum benefit if they have attended our PowerPoint Level 1 course, or are familiar with the basic page layout and editing features of PowerPoint (including setting up slideshows).

Qualification This course covers material from the advanced European Computer Driving Licence (Module 6) and the Microsoft Office Specialist Core PowerPoint syllabus.

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