



MOS - PowerPoint

COURSE DETAILS

This series facilitates classroom learning, letting students develop competence and confidence in using MS Office Applications. This course addresses core-level and expert-level skills in Microsoft PowerPoint.

Target Audience & Prerequisites

This course is aimed at participants who wish to gain an industry qualification in the Access database environment. Candidates should have an understanding of the Windows environment and be relatively comfortable Managing Files and Folders, Searching for Files and Folders, Using the Control Panel, and Viewing System Information.

COURSE OUTLINE - CORE

(1) Creating a Presentation	(7) Using a Colour Scheme
<ul style="list-style-type: none"> Creating a Presentation Using a Wizard Exploring and Moving around a Presentation Changing Text in the Outline Pane, Slide Pane Reversing one or more Actions Changing Presentation Views, Properties Previewing Slides and Saving Presentations 	<ul style="list-style-type: none"> Viewing and Choosing a Colour Scheme Changing Colours in a Colour Scheme Creating a New Scheme Adding New Colours to Colour Menus Adding a Background Copying a Colour Scheme
(2) Working with a Presentation	(8) Drawing and Modifying Objects
<ul style="list-style-type: none"> Using the Design Template Entering Text into Slide/Outline/Notes Pane Creating a New Slide Editing in Normal View Entering Speakers' Notes Rearranging Slides in Slide Sorter View Showing Slides 	<ul style="list-style-type: none"> Drawing, Editing, Copying and Moving an Object Changing the Shape of an Object Modifying Object Attributes Aligning, Connecting Objects Adding 3-D Effects to Objects Changing, Rotating, Flipping Objects Grouping and Ungrouping Objects
(3) Printing a Presentation	(9) Inserting Information into PowerPoint
<ul style="list-style-type: none"> Opening an Existing Presentation Previewing Slides in Black and White Adding a Header and a Footer Changing the Page Setup Choosing a Printer Printing Slides, Audience Handouts, Speaker Notes 	<ul style="list-style-type: none"> Inserting a Clip Art Image Scaling an Image Re-colouring a Clip Art Image Inserting and Formatting a Table Inserting a Graph, Excel, Organisational Chart Inserting and Modifying a Picture
(4) Outlining Your Ideas	(10) Producing a Slide Show
<ul style="list-style-type: none"> Creating a Blank Presentation Viewing and Entering Text Inserting an Outline from MS Word Changing the View of an Outline Selecting, Rearranging, Slides, Paragraphs & Text Sending an Outline or Notes to Word 	<ul style="list-style-type: none"> Navigating in Slide Show View Annotating Slides During a Slide Show Setting Text Transitions Animating Slides Hiding a Slide during a Slide Show Creating and Editing a Custom Slide Show
(5) Adding and Modifying Text	(11) Creating a Multimedia Presentation
<ul style="list-style-type: none"> Selecting and Deselecting Objects Adding and Formatting Text to Slides Adjusting the Position of Text Objects Changing Text Alignment and Spacing Checking Spelling, Presentation Styles 	<ul style="list-style-type: none"> Inserting Sound, Movies Setting Slide Timings Rehearsing Slide Timings Recording a Narration Using the Projector Wizard
(6) Applying and Modifying Templates	(12) Creating an Internet Presentation
<ul style="list-style-type: none"> Understanding PowerPoint Masters Changing the Display using the Master Modifying Master Placeholders Formatting Master Text Reapplying a Slide Layout Hiding Master Objects Saving a Template 	<ul style="list-style-type: none"> Creating an Agenda Slide or Home Page Creating a Hyperlink to a Slide/Excel Chart/Web site Creating an Action Button Previewing a Presentation as a Web Page Saving and Publishing a Web Page as a Presentation Accessing the Internet from PowerPoint Presenting a Show on Two Monitors
(13) Reviewing and Sharing a Presentation	
<ul style="list-style-type: none"> Sending a Presentation Broadcasting a Presentation over a Network Hosting and Participating in an Online Broadcast Using Online Collaboration, Online Meeting 	<ul style="list-style-type: none"> Taking Notes during a Presentation Using the PowerPoint Viewer Using the Pack and Go Wizard Holding a Web Discussion

