



PowerPoint 2010 Advanced

Course Aims

This course aims to enhance computer productivity by providing skills to use PowerPoint to create a great variety of presentations. It is designed to introduce the participants to the advanced techniques and concepts associated with using PowerPoint

Prerequisites

Participants must be familiar creating, saving and showing a simple presentation.
Participants should also be able to format and modify different types of slides

Course Content

Using Tables

- Create a Table
- Insert a Table
- Draw a Table
- Insert a Word Table
- Insert an Excel Spreadsheet
- Adjust Table Cells
- Apply a Table Style
- Edit the Table Colour
- Add Table Effects
- Format Table Text using Quick Styles
- Add Table Borders

Use SmartArt

- Insert a SmartArt Object
- Format a SmartArt Object
- Resize/Reposition a SmartArt Object
- Insert Text into a SmartArt Object
- Format Text within a SmartArt Object
- Add Shapes to a SmartArt Object
- Group SmartArt Objects

Customising Presentations

- Create a Custom Layout
- Apply a Theme
- Apply a Background Style
- Save a Custom Theme

Presentation Masters

- Work with the Slide Master
- Format the Slide Master
- Add Header and Footer information
- Insert a New Slide Master
- Preserve a Slide Master

Editing Notes and Handout Masters

- Work with the Notes Master
- Format the Notes Master
- Add a Notes Master Placeholder
- Format the Handout Master
- Add a Handout Master Placeholder

Applying Special Effects

- Apply an Animation Scheme
- Animate Text and Objects
- Set Animation Timing
- Animate a Chart
- Insert Sounds and Video
- Change Multimedia Settings
- Insert animated GIFs

Setting Up the Slide Show

- Set Automatic Slide Timings
- Set Up a Continuous Loop
- Hide a Slide
- Rehearse Slide Transition Timings

Expanding a Slide Show

- Create a Custom Show
- Set Up a Custom Show as a default
- Create a Hyperlink
- Use a Hyperlink
- Use an Action
- Jump to another Presentation or File

Presenting to a Wide Audience

- Share Presentation Ideas
- Embed the Fonts in a Presentation
- Package a Presentation for CDs
- Use the PowerPoint Viewer
- Annotate a Presentation
- Compress Pictures

Creating a Photo Album

Insert Pictures from a file

Add Captions

Apply a Theme to the Photo Album

Customise the Album Layout

Course Duration

One Day 9:00am to 4:00pm

Venue: 3-5 Bennett Street (Gr. Fl.)
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