

# Microsoft PowerPoint

If you are required to prepare or give presentations, you've probably already discovered Microsoft PowerPoint or have been wishing you had. Whether you need a slide presentation, overheads or a spectacular multimedia piece with video and sound delivered live or over the web, PowerPoint can handle it. Do you want your meeting to be more persuasive? Use PowerPoint to create a visual representation of your data.

## **PowerPoint**

This workshop will introduce users to the basic operation of a presentations program using Microsoft PowerPoint. The workshop can also examine the advanced features based upon the needs of the participants. Upon successful completion of this workshop participants will be able to:

### *Beginning PowerPoint* (typically half-day format)

- Start PowerPoint
- Use the mouse to make selections
- Create and edit objects
- Insert and edit pictures
- Create and edit presentations
- Create and modify presentations
- Save, close and open slide shows
- View slides
- Develop notes for presentation
- Develop handouts for presentation
- Change the order of the slides
- Print a presentation
- View the presentation
- Deliver a presentation
- Use Pack and Go

### *Advanced PowerPoint* (typically half-day format)

- Work with masters and templates
- Design a custom template
- Create slides from a summary slide
- Customize backgrounds, color schemes, clipart, objects, embedded links, jumps and action buttons
- Format web pages
- Save embedded fonts in presentation
- Save to HTML, format to a specific target browser
- Save a slide a graphic
- Add clipart, pictures, sound, video, objects and special animated effects
- Convert clipart to PowerPoint drawing objects
- Animate objects

- Create interactive presentations such as pausing a slide and using basic Active X controls for feedback
- Use hyper linking and object linking
- Create, run and edit macros
- Export to 35mm slides
- Incorporate slides from another presentation
- Import a Microsoft Word outline to a presentation
- Export a presentation to a Microsoft Word outline
- Generate meeting notes
- Send a presentation by e-mail
- Customize and create toolbars