



### Course Prerequisites

Participants should be very familiar with the basic use of PowerPoint. They should be able to create simple presentations and be able to format slides and text.

They should be able to perform basic editing of slides and be familiar with the different slide layouts.

The course content is as listed.

### D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

## Microsoft PowerPoint Advanced Level

As PowerPoint's style, animation and multimedia abilities have become more sophisticated, and as the application has generally made it easier to produce presentations, the difference in needs and desires of presenters and audiences have become more noticeable. This course will take the participant to a higher level within Microsoft PowerPoint and will help achieve stronger and more professional presentations.

The course will specifically cover the following areas:

- Use Of Correct Colours, Fonts, Visibility Etc.
- Using Master Slides
- Creating Flowcharts
- Grouping Objects
- Advanced Charts In PowerPoint
- Linking Charts From Excel
- Using Action Buttons Within A Presentation
- Hyperlinking To Other Slides, Files And Presentations
- Creating Custom Shows
- Creating Summary Slides
- Use Of Transitions And Advanced Options
- Use Of Animation Effects
- Animating Charts
- Inserting Audio
- Inserting Movies
- Graphic Editing, Cropping Etc
- Setting Up Effective Slide Shows

*Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course*

### Course Details

*1 Day Course  
Start Time: 9:30am  
Finish Time: 4:30pm*

