



DOING MORE WITH POWERPOINT 2010



Aim	To build on existing PowerPoint skills
Duration	3 hours
Objective	<p>By the end of this course you will be able use advanced, professional presentation techniques</p> <ul style="list-style-type: none"> • Insert Pictures, Clip Art, sounds and Movies • Add and enhance a chart • Use internal slide links and external links to multimedia files • Add transitions and animations to a slide • Create custom shows and run slide shows automatically <p>with specified examples and with reference to the training material</p>
Audience	Users who wish to give their presentations more impact
Pre Requisites	Users with experience of creating a basic PowerPoint presentation, or have attended the 'Up and Running with PowerPoint' course
Content	
<p>Working with Charts</p> <ul style="list-style-type: none"> • Inserting an Excel chart • Creating simple charts in PowerPoint • Modifying charts • Animating charts • Adding Trend lines to charts <p>Working with Transitions</p> <ul style="list-style-type: none"> • Adding Transitions to all or selected sides • Timing Transitions • Adding Sounds to Transitions <p>Set up a Slide Show</p> <ul style="list-style-type: none"> • Making a custom slide show • Rehearse timings • Automatically running slide shows 	<p>Themes and Templates</p> <ul style="list-style-type: none"> • Creating and using Templates • Using Background Styles <p>Preparing a Slide Show</p> <ul style="list-style-type: none"> • Setting the order of slides • Re-using slides from another show • Adding footer text to slides • Applying slide numbers <p>Using Bullets and Numbers on slides</p> <ul style="list-style-type: none"> • Adding Bullets or numbers as you type • Customising or removing bullets and numbers • Using AutoCorrect and AutoFormatting <p>Inserting Pictures and ClipArt</p> <ul style="list-style-type: none"> • Inserting pictures and clipart • Animating objects
Learning Path	PowerPoint - Up and Running With PowerPoint PowerPoint – Doing More with PowerPoint

Doing More With PowerPoint – Exercise

Ser	Task	✓
1.	Open PowerPoint and a blank presentation. Add a title “Doing More With PowerPoint” and your name as the sub title	
2.	Add a bullet slide with a title Bullets and four points – Bullet A, B, C and D	
3.	Add a slide and change it to a Title only layout. Add “ Shapes ” as the title	
4.	Add three circles to the slide of different sizes and different colours. Stack the circles and change the precedence so they are in size order with the largest on the bottom. Move the circles to the left of the slide	
5.	Copy the circles to the right of the slide then group the left hand circles	
6.	Add a piece of clipart by searching for the keywords PCs and woman	
7.	Ungroup the clipart and change her jumper colour to yellow and the PC screen to green – regroup the clipart	
8.	Copy the graphic so that 1 is on the left and the other on the right, flip the left hand graphic so that both look to the middle	
9.	Create a new Title only slide and add a chart. Add the title WCC Widgets. Change the series headings to WCC directorates, add a 4 th directorate and alter the data to be whole numbers (add some for the 4 th directorate)	
10.	Change the chart to a bar chart and read it by column not row	
11.	Open the slide master and add the “thumbs up” clipart to the bottom left	
12.	Close the slide master then add “WCC Training & Development” to all footers	
13.	Insert a new slide and add an action button to hyperlink to slide 2	
14.	Insert a sound from file (my music, samples) to start when clicked	
15.	Apply relevant animations to the presentation including: building bullet by bullet and dissolving in each circle individually, largest first	
16.	Animate the chart to appear series by series and Organisation chart by level	
17.	Create a custom show called MyShow to show all slides less No 2	
18.	Run the Show and use the Action button to display slide 2	
19.	Save the presentation as a PowerPoint show and test it runs automatically	
20.	Close the file	