

MISCRSOFT POWERPOINT

COURSE SCHEDULES

MICROSOFT POWERPOINT UNIT STANDARD 116930 –

INTRODUCTION COURSE SCHEDULE

- Understanding MS PowerPoint
- Explaining the MS PowerPoint screen
- Creating presentations
- Adding chart to a presentation
- Formatting a chart to a presentation
- Using SmartArt
- Formatting SmartArt
- Drawing and using Shapes in presentations
- Formatting Drawings and Shapes in presentations
- Adding Images to a presentation
- Formatting Images in a presentation
- Creating a master slide
- Adding images to a master slide
- Formatting a master slide
- Animating a presentation
- Using Slide Transition

MICROSOFT POWERPOINT UNIT STANDARD 117923-

INTERMEDIATE COURSE SCHEDULE

- Preparing a presentation
- Know Your Audience / Defining messages
- Slide Outline
- Setting Up Your PPT Environment
- Presentation Basics
- Working with Slides
- Moving Slides in Slide Sorter View
- Saving your Presentation
- Adjust setting to customise the view
- Change Views in PowerPoint
- Customise the Ribbon & slide properties
- Working with multiple presentations
- Format a presentation
- Text boxes
- Making changes to layouts
- Saving your Theme
- Special effects in PowerPoint
- Bullets and numbers
- Inserting a picture / Modifying pictures
- Adding a header and footer to a presentation
- Add notes to a presentation
- Hiding slides
- Conducting a presentation

ADVANCED COURSE SCHEDULE

- Creating Templates
- Customizing existing templates
- Advanced graphic and image manipulation
- Using effects to enhance presentation
- Methods of building charts
- Chart interaction with other programs
- Formatting charts to suit your presentation
- Using movies and moving objects in a presentation
- Adding narration presentations
- Ensuring presentations meet user requirements
- Adding / Using hyperlinks and buttons in a slide show
- Setting and amending presentation timings
- Customising a slide show for the audience
- Creating videos using slides

PRESENTING TO AN AUDIENCE COURSE SCHEDULE

- What is a Presentation
- Key Elements of a Presentation
- Barriers to Effective Communication
- Preparing a Presentation
- Know your Audience
- Defining your Messages
- Slide Outlines
- Creating the Presentations
- Connect with your Audience
- Coping with Nerves
- Focusing on Audience Needs
- KIS – Your Core Message
- Interacting with your Audience
- Starting your presentation
- 10-20-30 Rules
- Stories
- Keeping on Track
- Using your voice and body
- Tips