

## Pick and mix topics for MS PowerPoint

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level. It couldn't be easier - simply tick the box next to the topic if you need to learn more about it.

- |   |  |
|---|--|
| <input type="checkbox"/> Opening PowerPoint                     | <input type="checkbox"/> Embedding fonts                           |
| <input type="checkbox"/> Screen Geography                       | <input type="checkbox"/> Publishing to the web                     |
| <input type="checkbox"/> Choosing Page Layouts                  | <input type="checkbox"/> Adding a chart to a slide                 |
| <input type="checkbox"/> Understanding and Using Templates      | <input type="checkbox"/> Changing one chart type to another        |
| <input type="checkbox"/> Using Click Here Prompts               | <input type="checkbox"/> Creating an organisation chart            |
| <input type="checkbox"/> Creating New Pages                     | <input type="checkbox"/> Modifying an organisation chart           |
| <input type="checkbox"/> Using Bulleted Lists                   | <input type="checkbox"/> Creating a table                          |
| <input type="checkbox"/> Using Undo/Redo                        | <input type="checkbox"/> Formatting a table                        |
| <input type="checkbox"/> Cut, Copy and Paste                    | <input type="checkbox"/> Formatting the borders of tables          |
| <input type="checkbox"/> Creating Duplicates                    | <input type="checkbox"/> Formatting the text alignment             |
| <input type="checkbox"/> Moving Around in your Presentation     | <input type="checkbox"/> Text Formatting                           |
| <input type="checkbox"/> Selection Methods                      | <input type="checkbox"/> Page Background                           |
| <input type="checkbox"/> Saving a Presentation                  | <input type="checkbox"/> Inserting a Logo to Appear on Every Page  |
| <input type="checkbox"/> Closing a Presentation                 | <input type="checkbox"/> Adding Speaker Notes to a Presentation    |
| <input type="checkbox"/> Opening an Existing Presentation       | <input type="checkbox"/> Modifying the Speakers Notes Master       |
| <input type="checkbox"/> Slide Miniature View                   | <input type="checkbox"/> Creating Handouts                         |
| <input type="checkbox"/> Black and White View                   | <input type="checkbox"/> Expanding Slides                          |
| <input type="checkbox"/> Printing                               | <input type="checkbox"/> Sending Notes/Handouts across to Word     |
| <input type="checkbox"/> Text Attributes                        | <input type="checkbox"/> Creating a Presentation in Outline View   |
| <input type="checkbox"/> Text Colour                            | <input type="checkbox"/> Inserting Slides from a Word Outline      |
| <input type="checkbox"/> Changing the Bullet Type               | <input type="checkbox"/> Inserting Files from Another Presentation |
| <input type="checkbox"/> Line Spacing                           | <input type="checkbox"/> Page Sorter View                          |
| <input type="checkbox"/> Changing Case                          | <input type="checkbox"/> Adding transitions and timings            |
| <input type="checkbox"/> Replace Fonts                          | <input type="checkbox"/> Adding Comments                           |
| <input type="checkbox"/> Copying Formats                        | <input type="checkbox"/> Find and Replace                          |
| <input type="checkbox"/> Changing Slide Layouts                 | <input type="checkbox"/> AutoCorrect                               |
| <input type="checkbox"/> Changing the Backgrounds               | <input type="checkbox"/> Language and Spelling                     |
| <input type="checkbox"/> Changing Colour Schemes                | <input type="checkbox"/> Style Checker                             |
| <input type="checkbox"/> Using the Zoom                         | <input type="checkbox"/> Setting Up a Slide Show                   |
| <input type="checkbox"/> Adding and modifying ClipArt           | <input type="checkbox"/> Viewing a Slide Show                      |
| <input type="checkbox"/> Adding Auto shapes                     | <input type="checkbox"/> Rehearse Slide Show Timings               |
| <input type="checkbox"/> Fitting text into Auto shapes          | <input type="checkbox"/> Inserting Action Buttons                  |
| <input type="checkbox"/> Adding WordArt                         | <input type="checkbox"/> Animation                                 |
| <input type="checkbox"/> Using the web for more ClipArt         | <input type="checkbox"/> Slide Transition                          |
| <input type="checkbox"/> Customising a template                 | <input type="checkbox"/> Pack and Go                               |
| <input type="checkbox"/> Customising placeholders               | <input type="checkbox"/> Modifying Slide Orientation               |
| <input type="checkbox"/> Adding a graphic to a slide background | <input type="checkbox"/> Headers and Footers                       |
| <input type="checkbox"/> Embedding a word table into a slide    | <input type="checkbox"/> Creating Indents                          |
| <input type="checkbox"/> Linking an Excel chart                 | <input type="checkbox"/> Setting Tabs                              |
| <input type="checkbox"/> Inserting sounds and movies            | <input type="checkbox"/> Working with MS Word                      |
| <input type="checkbox"/> Inserting animated graphics            | <input type="checkbox"/> Working with MS Excel                     |
| <input type="checkbox"/> Creating hyperlinks to other slides    |  |
| <input type="checkbox"/> Creating hyperlinks to the web         |  |
| <input type="checkbox"/> Generating notes during a meeting      |  |
| <input type="checkbox"/> Inserting a comment                    |  |
| <input type="checkbox"/> Using the Drawing toolbar              |  |
| <input type="checkbox"/> Spell checker                          |  |
| <input type="checkbox"/> Meeting minder                         |  |



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

Many more courses are available including MS Word, Outlook, Internet, Excel, Project, Access, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint