

Refine-IT

MS PowerPoint 2000 - Advanced

Overview and Goals - to be able to review a presentation confidently.

Objectives - to be able to modify the masters within the templates, to create speakers notes and handouts, and how to generate a presentation using Outlines.

Who Should Attend - existing PowerPoint users

Modifying the Slide Master

- Text Formatting
- Page Background
- Inserting a Logo to Appear on Every Page

Speaker Notes, Handouts, Outlines

- Adding Speaker Notes to a Presentation
- Modifying the Speakers Notes Master
- Creating Handouts
- Expanding Slides
- Sending Notes/Handouts across to Word
- Creating a Presentation in Outline View
- Inserting Slides from a Word Outline
- Inserting Files from Another Presentation
- Page Sorter View
- Adding transitions and timings

Reviewing a Presentation

- Adding Comments
- Find and Replace
- AutoCorrect
- Language and Spelling
- Style Checker

Slide Shows

- Setting Up a Slide Show
- Viewing a Slide Show
- Rehearse Slide Show Timings
- Inserting Action Buttons
- Animation
- Slide Transition
- Pack and Go

Page Set-up

- Modifying Slide Orientation
- Headers and Footers

Indents

- Creating Indents
- Setting Tabs

MS Office Integration

- Working with MS Word
- Working with MS Excel



If you would like to know more about any of the topics please contact Marie on 01689 877117 or 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

www.refine-it.co.uk