

# Refine-IT

## MS PowerPoint 2000 - Intermediate

**Overview and Goals** - to produce professional presentation materials incorporating external components

**Objectives** - to be able to insert and manipulate Excel Spreadsheets, Word Tables, Organisation Charts and Charts. To be able to insert sound and movies and animate your presentation to improve viewing pleasure to the audience.

**Who Should Attend** - existing PowerPoint users who have practical experience of using the package

### Enhancing Presentations

- Customising a template
- Customising placeholders
- Adding a graphic to a slide background
- Embedding a word table into a slide
- Linking an Excel chart
- Inserting sounds
- Inserting movies
- Inserting animated graphics
- Creating hyperlinks to other slides
- Creating hyperlinks to the web
- Generating notes during a meeting
- Inserting a comment
- Using the Drawing toolbar
- Spell checker
- Meeting minder

### Working with Charts

- Adding a chart to a slide
- Changing one chart type to another
- Creating an organisation chart
- Modifying an organisation chart

### Working with Tables

- Creating a table
- Formatting a table
- Formatting the borders of tables
- Formatting the text alignment

### Broadcasting to the Web

- Embedding fonts
- Publishing to the web



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)