

Course outline for MS PowerPoint 2007 - Master level

PRESENTATION PLANNING AND DESIGN CONCEPTS

- Preparing for your presentation – the who, when, where, how and what
- Staging the presentation – what equipment is involved and backups
- Designing the presentation – what props and theme to use
- Thinking about the audience – are you persuading or informing
- Timing the presentation – how long do you have
- Delivering the presentation – presenting yourself professionally
- The Screenshot, Handouts and Speaker Notes

SLIDE SHOW MANIPULATION

- Inserting Action Buttons
- Setting Mouse over properties
- Using slide timings
- Slide show options
- Hiding and displaying hidden slides
- Annotating slide shows
- Creating a custom slide show
- Editing a custom slide show
- Running custom slide shows

TEMPLATES AND SLIDE MASTERS

- Themes
- Creating and saving a template
- Modifying a Slide Master
- Creating footers and inserting the date
- Modifying the Handout Master
- Modifying the Notes Master



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 Outlook, Internet, Word, Project, Access, Excel, 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