



EXCEL ADVANCED LEVEL TRAINING

T: 01252 406420

E: training@dunston.it

W: www.dunston.it

USING POWERPOINT TO ITS MAXIMUM POTENTIAL

Producing an all "Singing and Dancing" Presentation

Research has shown that people remember much more if they have seen and heard the information, rather than just hearing it.

PowerPoint is a great tool for anyone that needs to help an audience or group of people understand and remember things. You will learn how to save time by creating templates and creating custom colour schemes to ensure your branding is consistent. Customising the toolbars and menus allows you to keep useful commands and features at hand. Linking and embedding documents will allow you to show information created in other programmes during your PowerPoint display.

The Advanced level of PowerPoint teaches you how to make a more sophisticated presentation. Movies and sound will grab your audience even more. You will also be shown how to create a presentation that can be used for other than a stand-up talk. Our Microsoft Certified Trainers also tell you what not to do, so that you can avoid "Death by PowerPoint".

COURSE INFORMATION



One day Microsoft PowerPoint training courses are *£195 plus VAT and include:

- Microsoft Certified Trainer
- Maximum of 8 delegates per course
- An assigned workstation for the day
- Printed reference book
- USB stick with course material
- Course certificate
- Lunch and refreshments
- Free parking

* A discounted rate of £165 plus VAT is applicable for courses booked by the Early Bird Booking Deadline

ASPECTS OF POWERPOINT YOU WILL COVER

Review of the Introductory skills

Introduction

- Using the Style Checker
- Creating templates
- Creating custom colour schemes
- Copying slides between presentations
- Creating and customising Word Art
- Changing Object Default Attributes
- Modifying Clip Art
- Adding your own art to the Clip Art Gallery
- Adding comments to a presentation
- Importing and converting files from another Office program
- Linking and embedding objects
- Creating Agenda slides
- Creating and editing custom shows
- Animating text and objects
- Inserting a music track on a slide
- Inserting Sounds on slides
- Inserting video clips
- Adding, editing and removing hyperlinks
- Setting a program to open during a slide show
- Setting an OLE object to open during a slide show
- Annotating slides during a slide show
- Using the PowerPoint Viewer
- Packaging for CD or DVD
- Creating a presentation to use on the Internet
- Customising the Toolbars and Menus
- Using Action Buttons



DUNSTON IT

Solutions House, 161 High Street, Aldershot, Hampshire, GU11 1TT

Tel: 01252 406420 Email: training@dunston.it Website: www.dunston.it