

DH Training

Microsoft PowerPoint Introduction - 1 Day

Create Title slides

Create Bullet slides

Format text and bullets

Using the Content Placeholder:

- Graphics
- Smart Art (including Organisation Charts)
- Tables
- Charts

Working in Various Views

Printing Slides in different Layouts

Working with Master Slides

Inserting Headers & Footers

Applying and customising Themes

Slide Transitions

Apply Animation Effects

Run a Slide Show

Microsoft PowerPoint Advanced - 1 Day

Review of Intro course

Creating a Template

Further work with Master Slides

Create and save a custom Theme

Advanced Animation

Creating Action Buttons

Custom Shows

Inserting Sound & Movie Clips

Imported slides from another Presentation

Working with Zoom Slide

Importing & Exporting Data to other Microsoft Applications

Rehearsing & using Slide Timings

Set up Slide Show settings

PowerPoint Viewer

Explore export options

Create an interactive presentation

Tips for shapes and graphics