



## ***Roade IT Training***

### **The Roade to Successful IT Training**

*Specialists in Microsoft Office & All Corporate Computer Training*

#### **Course Outline**

### **Microsoft PowerPoint 2003 Customisable Course**

#### **Overview**

You choose the skills and knowledge covered on this course to match your requirements. Select which areas you would like to be covered in the training and we will help you to build a course that covers only the areas you need.

#### **Target Audience**

This course is primarily designed for companies who can see the potential in building customised course for each team. Through creating a customised course, companies see a higher return on investment and delegates enjoy not having to re-learn the parts of Word that they already feel comfortable with. Because the training covers only the areas required, the delegates are not bombarded with information they will never need to know or use. This reduces the time spent in training and increases knowledge retention.

#### **Objectives**

You set the objectives!

#### **Prerequisites**

This course assumes no prior knowledge of Microsoft PowerPoint. It would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

#### **Course Duration**

Various.

#### **Course Cost**

From £350 per day. Customised manuals to accompany the course are priced from £30 each  
*Prices vary please contact us for a quote to suit your budget.*

#### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

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### **Course Contents**

#### **1 An Orientation to PowerPoint**

- a) The PowerPoint Environment
- b) Orientation to Views
- c) Navigate Through a Presentation
- d) Edit Slide Text
- e) Save the Presentation
- f) Run a Slide Show

#### **2 Beginning a Presentation**

- a) Create a New Presentation
- b) Change Background Colour
- c) Add Slides to a Presentation
- d) Enter Text
- e) Create a Presentation from a Microsoft Word Outline

#### **3 Formatting Text Slides**

- a) Apply Character Formats
- b) Align Text
- c) Change Line Spacing
- d) Change Indents

#### **4 Adding Tables to a Presentation**

- a) Create a Table
- b) Format Tables
- c) Insert a Table from Microsoft Word

#### **5 Charting Data**

- a) Create a Column Chart
- b) Edit Chart Data
- c) Change Chart Type
- d) Insert a Chart from Microsoft Excel

#### **6 Modifying Objects**

- a) Resize Objects
- b) Copy and Duplicate Objects
- c) Move Objects
- d) Changing Object Orientation
- e) Format Objects
- f) Group and Ungroup Objects

- g) Change the Order of Objects

#### **7 Adding Images to a Presentation**

- a) Add Clip Art
- b) Add a Picture from a File
- c) Draw Lines and Shapes
- d) Insert WordArt

#### **8 Preparing to Deliver a Presentation**

- a) Spell Check
- b) Arrange Slides
- c) Add Transitions
- d) Create Speaker Notes
- e) Send a Presentation to Microsoft Word
- f) Print the Presentation
- g) Package a Presentation for CD

#### **9 Creating a Custom Design Template**

- a) Define Design Template Characteristics
- b) Create a Custom Colour Scheme
- c) Set Up a Slide Master
- d) Format Custom Bullets
- e) Add a Footer
- f) Modify the Notes Master
- g) Save a Custom Design Template

#### **10 Adding Organization Charts and Diagrams**

- a) Working with Organization Charts
- b) Update an Organization Chart
- c) Applying a Chart Layout
- d) Create a Diagram
- e) Draw a Flowchart

#### **11 Adding Special Effects**

- a) Add Sound and Movies
- b) Add Animation
- c) Emphasize Objects
- d) Set a Motion Path
- e) Set the Order of Effects

#### **12 Creating Web Presentations**

- a) Create a Group Home Page with the AutoContent Wizard
- b) Hyperlink to a Web Page
- c) Publish as a Web Page

#### **13 Collaborating in PowerPoint**

- a) Set Password Protection
- b) Work with Comments
- c) Send a Presentation for Review
- d) Merge Revision Copies
- e) Apply Reviewer Changes

#### **14 Delivering a Presentation**

- a) Hyperlink Within PowerPoint
- b) Add an Action Button
- c) Set Up a Custom Show
- d) Annotate a Presentation
- e) Working with Narrations and Slide Timings
- f) Set Up a Slide Show to Repeat Automatically