

Microsoft PowerPoint 97 - Intermediate

This is a 1 day comprehensive course. Good understanding of PowerPoint 97 basics and a good working knowledge of Windows is assumed. By the end of this training course delegates should be able to produce truly professional presentations and incorporate a wealth of tricks that allow them to fully exploit this powerful package.

File and Folder Management

- ◆ Basic file manipulation
- ◆ Properties
- ◆ Finding files
- ◆ Advanced file searching
- ◆ Favourites
- ◆ Embedding true type fonts
- ◆ Defining your default folder location
- ◆ Pack and go

Adding Text to Slides

- ◆ Text and PowerPoint
- ◆ Adding text in slide view
- ◆ Adding a new slide to a presentation
- ◆ Outline view and text
- ◆ Adding text in shapes
- ◆ Finding and replacing text
- ◆ Selection techniques

Formatting and Proofing Text

- ◆ Formatting within PowerPoint
- ◆ Replacing fonts
- ◆ Formatting fonts
- ◆ Additional text formatting effects
- ◆ Bullets
- ◆ Case formatting
- ◆ Using the format painter
- ◆ Undo
- ◆ Paragraph alignment
- ◆ Line and paragraph space formatting
- ◆ Tab formatting
- ◆ Checking spelling

Using Masters

- ◆ What are templates and slide masters
- ◆ Create a new template
- ◆ Adding a footer, date and numbering
- ◆ Manipulating slide masters within a presentation

The Microsoft Clip Gallery

- ◆ What is the clip gallery
- ◆ Using the clip gallery
- ◆ Modifying the contents of the clip gallery

Creating Tables

- ◆ Creating slides that contain tables
- ◆ Tables and text manipulation
- ◆ Selection techniques within tables
- ◆ Manipulating cells, rows and columns within table
- ◆ AutoFormatting tables

Charts

- ◆ Creating a chart
- ◆ Chart types
- ◆ Chart titles
- ◆ Chart axes
- ◆ Chart gridlines
- ◆ Chart legend
- ◆ Chart data labels
- ◆ Formatting the data series

Organisation Charts

- ◆ Creating and organisation chart
- ◆ Adding or removing chart boxes
- ◆ Moving chart boxes

PowerPoint and Other Applications

- ◆ PowerPoint and OLE
- ◆ Embedding objects from other applications
- ◆ Editing an embedded object
- ◆ Converting an embedded object into a PowerPoint object
- ◆ Linking objects from other applications
- ◆ The links command

Printing a Presentation

- ◆ Printing under PowerPoint
- ◆ Setting up slides for printing
- ◆ Printing a presentation

Customising PowerPoint

- ◆ Customising your PowerPoint options
- ◆ Customising general, edit, print, save, spelling and advanced options
- ◆ Customising toolbars
- ◆ AutoCorrect

Publishing Presentation on the Web

- ◆ What is web publishing
- ◆ Converting a presentation to HTML format
- ◆ Viewing the presentation using a browser