

# ***Training Course Specification***

**Course:** **Microsoft PowerPoint v2000 Intermediate**

**Duration:** **One-Day**

**COURSE OBJECTIVES:** Delegates will learn more advanced features of PowerPoint and will create impressive presentations.

**WHO SHOULD ATTEND:** People who need to go beyond the average presentation needs and incorporate other files and use advanced PowerPoint tools,

**EXPERIENCE NEEDED:** Delegates should have attended the Introduction course or be regular users of the fundamental PowerPoint features.

## **COURSE CONTENTS:**

### **1: Charts and Graphs**

- Business Charts
- The Toolbars
- Chart Types in PowerPoint
- Chart Options
- Create a Bar Chart
- Modify the Chart

### **2: ClipArt and Templates**

- Editing Clip Art
- Saving Clip Art
- Templates in PowerPoint
- Working with Templates
- Adding New Templates to PowerPoint
- Using Your Presentation as a Template

### **3: Importing Data**

- Working with Multiple Presentations
- Viewing Multiple Presentations
- Working with data from Other Applications
- Inserting an Excel Chart
- Copying Objects Using the Clipboard
- Embedding Objects (OLE)
- Exporting a Presentation to Word

### **4: Advanced Text Processing and slideshow features**

- Text Processing
- Using the Text Box Tool
- Displaying a Slide Show
- Adding Transitions
- Setting Transition Speed
- Arranging Slide Order
- Manual Advance
- Preset Animation
- Rehearse Timings
- Hiding Slides
- Building Text
- Automatic Summary Slide
- Advanced Data Importing
- Using the Pack and Go Wizard
- Appendix A: Default Slide setup and Masters
- Slide Setup
- Set Up the Master
- Appendix A: New Drawing and graphics features in v2000