

## **Microsoft PowerPoint Advanced**

SSA302: ½ Day (4 hours); Instructor-led

### **Audience**

Existing users of PowerPoint and those who wish to gain a greater knowledge of PowerPoint advanced features

### **Prerequisites**

Participants on this course should have a good working knowledge of the basic features of PowerPoint, gained from day-to-day usage or from prior attendance on an "Introduction PowerPoint" course.

### **Course Outline**

Please click below for a detailed outline for each PowerPoint version

[PowerPoint 2000 Advanced](#)

[PowerPoint XP Advanced](#)

[PowerPoint 2003 Advanced](#)

[PowerPoint 2007 Advanced](#)

## Course Outline: PowerPoint Advanced 2000

- Customising PowerPoint
- Customising the toolbars
- Setting Options and Defaults
- Working with Tables and Organisation Charts
- Creating a table chart
- Changing table chart attributes
- Creating an organisation chart
- Changing organisation chart attributes.
- Working with PowerPoint Graph
- Changing Chart Attributes
- Adding Visual Elements to a graph setting graph defaults.
- Working with the Drawing tools
- Changing object properties
- Flipping and rotating objects
- Adding graphic text
- Clip Art
- Working with Different Views
- Slide View
- Slide Sorter View
- Outline View
- Notes Page View
- Controlling the Overall Look
- Templates
- Customising a Template
- Modifying the Notes Master and the Handout page
- Working with Templates
- Slide Show View
- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects
- Transition Effects
- Rehearsing a Presentation
- Using the Pack and Go Wizard
- Using Multimedia
- Options for Movie and Sound Clips
- Using PowerPoint with other Programs
- Object Linking and Embedding
- Editing Linked and Embedded objects
- Creating a PowerPoint Presentation from a Word Outline

## Course Outline: PowerPoint Advanced XP

- Customising PowerPoint
- Customising the toolbars
- Setting Options and Defaults
- Working with Tables and Organisation Charts
- Creating a table chart
- Changing table chart attributes
- Creating an organisation chart
- Changing organisation chart attributes.
- Working with PowerPoint Graph
- Changing Chart Attributes
- Adding Visual Elements to a graph setting graph defaults.
- Working with the Drawing tools
- Changing object properties
- Flipping and rotating objects
- Adding graphic text
- Drawing More Effectively
- Clip Art
- Working with Different Views
- Slide View
- Slide Sorter View
- Outline View
- Notes Page View
- Controlling the Overall Look
- Templates
- Customising a Template
- Modifying the Notes Master and the Handout page
- Saving a Template
- Slide Show View
- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects
- Transition Effects
- Rehearsing a Presentation
- Using the Pack and Go Wizard
- Using Multimedia
- Options for Movie and Sound Clips
- Using PowerPoint with other Programs
- Object Linking and Embedding
- Editing Linked and Embedded objects
- Creating a PowerPoint Presentation from a Word Outline

### Course Outline: PowerPoint Advanced 2003

- Customising PowerPoint
- Customising the toolbars
- Setting Options and Defaults
- Working with Tables and Organisation Charts
- Creating a table chart
- Changing table chart attributes
- Creating an organisation chart
- Changing organisation chart attributes.
- Working with PowerPoint Graph
- Changing Chart Attributes
- Adding Visual Elements to a graph setting graph defaults.
- Working with the Drawing tools
- Changing object properties
- Flipping and rotating objects
- Adding graphic text
- Drawing More Effectively
- Clip Art
- Working with Different Views
- Slide View
- Slide Sorter View
- Outline View
- Notes Page View
- Controlling the Overall Look
- Templates
- Customising a Template
- Modifying the Notes Master and the Handout page
- Saving a Template
- Slide Show View
- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects
- Transition Effects
- Rehearsing a Presentation
- Using the Pack and Go Wizard
- Using Multimedia
- Options for Movie and Sound Clips
- Using PowerPoint with other Programs
- Object Linking and Embedding
- Editing Linked and Embedded objects
- Creating a PowerPoint Presentation from a Word Outline

## Course Outline: PowerPoint Advanced 2007

- Setting PowerPoint Options and Defaults
- Working with Tables and Organisation Charts
- Working with PowerPoint Graph
- Changing Chart Attributes
- Adding Visual Elements to a graph setting graph defaults.
- Working with the Drawing tools
  - Changing object properties
  - Flipping and rotating objects
  - Adding graphic text
  - Drawing More Effectively
- Clip Art
- Working with Different Views
  - Slide View
  - Slide Sorter View
  - Outline View
  - Notes Page View
- Using Themes to change the Overall Look
- Creating Templates
- Modifying the Notes Master and the Handout page
- Slide Show View
- Creating a Slide Show
- Annotating Slides During a Slide Show
- Animation Effects
- Transition Effects
- Custom Animation
- Rehearsing a Presentation
- Package a Presentation for CD
- Insert Movie and Sound Clips
- Using PowerPoint with other Programs
- Object Linking and Embedding
- Editing Linked and Embedded objects
- Creating a PowerPoint Presentation from a Word Outline