Live Webinar - PowerPoint Intermediate

Course Duration: 3 hours
Method of delivery: WebEx

This interactive live webinar is for existing users of PowerPoint, the Intermediate Course provides greater detail of how to best use the product. The course includes detailed coverage of SmartArt allowing users to add depth and impact to their information.

Objectives

- Create uncluttered informative slides
- Gain an understanding of SmartArt
- Run a presentation in an effective manor

Contents

- Using Outline Mode for Greater Efficiency
- Using and Creating Design Themes and Templates
- Font Formatting Tools
- Adding External Content
- Adding and Using SmartArt
- Working with Master Slides
- Using Guides and Rulers
- Drawing Objects
- Preparing for Printing
- Adding Transitional and Animation Effects
- Running a Slide Show
- Slide Show Tools