**MICROSOFT PRESENTATION ADVANCED**

**INTRODUCTION**

This skills programme has been designed to provide you with the advanced skills for operating a word processing program such as Microsoft PowerPoint in order to become an expert user.

**PROGRAMME OUTCOMES**

On completion of this learning programme, learners will have covered:

* Design Consideration
* Slides
* Pictures, Images, Drawn Objects
* Charts / Graphs
* Multimedia
* Managing Presentations
* Relating Information
* Macros

**PROGRAMME OUTLINE**

**1. DESIGN CONSIDERATION**

**AUDIENCE AND ENVIRONMENT**

* To plan a presentation with consideration given to the environment in which it will be delivered and the equipment needed
* To design a presentation with consideration to the environment in which it will be delivered
* To determine the needs of your prospective audience when designing a presentation, obtain their demographics by assimilation
* To use colour in a presentation
* To plan and design the presentation using a storyboard and time-line
* To create a new presentation template
* To save a slide in a specific format to a drive
* To convert a picture to a drawn object
* To make a picture, image, or drawn object semi-transparent
* To install a secondary image/photo editing application
* To create a line-column chart on two axes
* To insert a pre-set flowchart slide
* To insert a sound with entry animation style
* To introduce an animation by mouse click, automatically
* To use Action Buttons in a slide
* To link text from a document into a slide as an object
* To record a macro
* To set up the audience seating appropriate to the venue, room size, and presentation style

**DELIVERY**

**2. SLIDES**

**SETUP**

* To add custom background fill effects to the template
* To insert an image into the template
* To remove the image background colour
* To add bullets to the template
* To adjust the spacing between bullet points
* To do save a presentation design as a template
* To merge two presentations into a single presentation
* To create an outline for a presentation using a word-processor
* To create new slides in the presentation by merging the word-processed outline
* To add a gradient background colour to a slide, or slides
* To apply a texture to the background of a slide or slides
* To apply a pattern to the background of a slide or slides
* To apply a picture to the background of a slide or slides

**EXPORTING**

**3. PICTURES, IMAGES, DRAWN OBJECTS**

**MANIPULATION**

* To group several drawn objects on a slide
* To ungroup several drawn objects on a slide
* To change the order of objects in a slide
* To change the position of an object in a slide using specific co-ordinates
* To distribute selected objects relative to a slide
* To remove a background from a slide

**EFFECTS**

* To apply a 3-D effect to a drawn object
* To apply a shadow to a picture, image, or drawn object
* To reposition a shadow on a picture, image, or drawn object
* To change a shadow to a specific colour on a picture, image, or drawn object
* To apply a graduated background fill to a drawn object
* To apply a texture to a drawn object
* To apply a pattern to a drawn object
* To apply a picture to a drawn object
* To transfer a style from an object and apply it to another

**EDITING IMAGES**

* To change the colour depth of an image
* To crop an image
* To re-scale an image proportionately
* To rotate an image
* To flip drawn image
* To mirror a drawn object
* To apply a negative effect to an image
* To apply a blurred effect to an image
* To apply a sharpened effect to an image
* To apply a softened effect to an image
* To apply an embossed effect to an image
* To change the mode of an image
* To change an image into greyscale
* To change an image into black and white
* To convert an image into a specific file format
* To convert an image into the bmp file format
* To convert an image into the gif file format
* To convert an image into the jpg file format
* To apply effects to an image

**4. CHARTS / GRAPHS**

**USING CHARTS/GRAPHS**

* To change a graph/chart type to another type
* To name a chart style
* To change a chart/graph type to a data series in a chart/graph
* To scale the value axis of a chart/graph
* To display the units in hundreds, thousands, and millions on a chart’s y-axis

**FLOWCHARTS**

* To apply drawing tools to the flowchart
* To change the chart style
* To draw a flowchart using the Flowchart palette in Auto shapes
* To delete flowchart shapes
* To change flowchart shapes using the Flowchart palette in AutoShapes
* To change the connector line type between flowchart shapes
* To change the connector line type using the Flowchart palette in Auto shapes

**5. MULTIMEDIA**

**SOUND, VIDEO**

* To insert a movie and set the entry effect with automatic timing

**ANIMATION**

* To change the sequence of animation
* To apply a dim effect to bulleted points, drawn objects after an animation.
* To animate chart elements
* To animate individual elements

**6. MANAGING PRESENTATIONS/SLIDE SHOW CONTROL**

* To use Action Buttons
* To apply timing to a slide transition
* To remove a timing from a slide transition
* To set a slide show to loop continuously
* To remove a continuous looping from a slide show
* To advance slides manually in a show
* To advance slides using timings, if present
* To include animation, if present
* To show the slides without animation, if present

**CUSTOMISED SHOWS**

* To create a customised show
* To edit a customised show
* To run a customised show
* To run a customised show using presentation controls
* To run a customised show by creating a hyperlink
* To navigate back to the main presentation from a customised show

**RELATING INFORMATION/LINKING**

* To link a range from a worksheet into a slide as an object
* To link a spreadsheet generated chart into a slide as an object
* To update or modify data linked into a presentation
* To change a linked object in a slide to an embedded object
* To insert an image from a file and link the image to the file

**8. MACROS/RECORD, ASSIGN**

* To run a macro
* To assign a macro to a custom button on a toolbar

**METHODOLOGY**

**Duration:**

4 Day practical sessions

**Assessment:**

Learners will have the option of completing a practical exam and obtain 75% to acquire an internationally recognized certificate.

**TARGET GROUP**

* Any individual who has completed an Ms PowerPoint intermediate level course or works with Ms PowerPoint on a daily basis.

**BENEFITS**

* Improved efficiency in Ms PowerPoint tasks