

McMillan Bird

PowerPoint 2003

Duration: 1 day

Course Aim:

The aim of this course is for the attendee to gain the skills required to create a professional and effective presentation.

This course is packed with practical activities enabling the attendee to gain these skills

Learning Outcomes

At the completion of this course participants will be able to:

- Recognise the benefits of working in different views
- Insert and modify text quickly
- Apply designs
- Modify slide masters
- Work with multiple slide masters
- Attach a design to slides
- Insert charts and diagrams
- Insert, resize and crop images and pictures
- Draw and format flowcharts and textboxes
- Compress graphics
- Apply and customise animation
- Create hyperlinks and actions to link items
- Effectively navigate a slide show
- Save the presentation in different formats

Training