



Objectives

Discover how to create customized presentations designed to impress your audience. Use the Office button and ribbons to navigate PowerPoint 2010. Design your presentation layout with headers and footers, apply themes, and format text. Learn how to add tables, shapes, Clip Art, SmartArt, and media clips of video and audio to effectively enhance your message.

Prerequisites

Students are required to have basic computer knowledge for taking up this course. Ability to handle Windows operating system is a must.

Course Content:

Setting Up Your PowerPoint Environment: Presentation Basics, Text Basics, Working with Slides Using Different Views from the PowerPoint Window

Themes and Background Styles: To Apply a Theme, Modify Themes, Background Styles

Working With Objects: Pictures and Clip Art, Working with Lists

Hyperlinks and Action Buttons: Inserting Hyperlinks and Action Buttons, Edit Hyperlinks and Action Button, Word Art and Shapes Working with Tables: Insert a Table, Table Styles, , Formatting a Table Style

Working with Charts: Inserting Charts, Formatting Charts, Modifying the Chart Layout

Working With Movies and Sounds: Inserting Movie From a Computer File, Inserting Sound, Other Sounds and Movies Option

Working with the SmartArt: Inserting SmartArt Graphics, Modifying and Formatting Smart art Graphics

Animation and Slide Transition: Default Animation, Custom Animation, Modify a Default or Custom Animation, To Reorder Animation Using Transitions, Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

Using the Slide Master: Making Changes to All Slides, To Insert a Picture on All Slides, Making Changes to Specific Layouts

Course Duration

Full-Time: 2 days/ 14 Hours (9:00 am - 5:00 pm)

Award : Certificate from USM (Universiti Sains Malaysia)

