



Objectives

Explore the advanced features of PowerPoint 2010. Learn how to apply transitions and add animation to give movement to your presentation. Incorporate business elements and documents from outside the PowerPoint program, and finalize your presentation for printing, broadcasting, presenting live, or sharing on the Web. Discover more features for greater flexibility when creating dynamic presentations

Prerequisites

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

Course Content:

- ❖ **Importing and Exporting Data**
 - Importing Text from Microsoft Word
 - Exporting an Outline to Microsoft Word
 - Inserting a Microsoft Excel Chart

- ❖ **Adding Visual Elements and Sound**
 - Scaling and Sizing an Objects
 - Changing the Animation Sequence of a Slide
 - Adding Photograph, Movie & Sound

- ❖ **Customizing A Presentation**
 - Master Layouts
 - Finding and Replacing Text
 - Customizing Toolbars, Clip Art and Other Objects
 - Applying a Template from another Presentation
 - Adding Links to Other Slides

- ❖ **Saving and Delivering a Presentation**
 - Saving a Presentation for another Computer
 - Saving as HTML and Preview presentation as Web Page

- ❖ **Working with Macros**
 - Understanding Macro Concepts
 - Recording, Running, Copying & Deleting Macro
 - Assigning Macro to Custom Toolbar

Course Duration

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

Award : Certificate from USM (Universiti Sains Malaysia)

