

Course Overview



Microsoft POWERPOINT

½ Day Workshop

Table and Charts

Course Description

This course is designed for those people who have attended the Introduction to PowerPoint course and wish to learn more about adding Tables and Charts to their presentations. Since the whole point of creating a presentation is to convey information quickly and easily in a visual format, complex information and data is best provided in tables or charts. After using Outline View to form the initial structure of your presentation, you'll learn how to create tables and charts from within PowerPoint and by copying & pasting from Word & Excel - with or without links to the source data.

Course Objectives

Upon completion of this course, you will be able to:

- Create the structure of a presentation in Outline View
- Create a Table from within PowerPoint
- Import a Table Created in Word
- Create a graph from within PowerPoint
- Import a chart from an Excel worksheet
- Create a link to an external file
- Create an Organisational Chart from within PowerPoint
- Use WordArt

Course contents

Using Outline View

- Creating a presentation in Outline view
- Demoting and promoting levels
- Using the Outlining Toolbar to manipulate the structure of the presentation

Linking to other files

- Creating a link to an Excel Workbook
- Using the Insert object dialogue box
- Creating a hyperlink to an application or file

Using Tables in PowerPoint

- Inserting a Word table in a PowerPoint Slide
- Manipulating and formatting Word tables in PowerPoint
- Importing a Word table

Using Organisational Chart

- Creating an organisational chart from within PowerPoint
- Adding, editing and deleting boxes in the hierarchy
- Formatting lines and boxes in the chart

Using Charts & Graphs in PowerPoint

- Creating a graph using MS Graph from within PowerPoint
- Manipulating, formatting and editing an MS Graph
- Importing a chart from Excel

Using WordArt

- Using the MS Draw toolbar to create WordArt
- Using the WordArt toolbar
- Editing, formatting and deleting WordArt objects

Who should attend?

All you need to be able to get the best out of this course is to have a good understanding of basics of PowerPoint. See our Introduction to PowerPoint course overview if you are not sure what is included in the basics.