

Course Overview



Microsoft POWERPOINT

½ Day Workshop

Slide Shows

Course Description

This course is designed for those who have attended the Introduction to PowerPoint and wish to learn more about animating and running slide shows. You'll start by creating a simple presentation and running it as a slide show. As the workshop progresses, so does your presentation! First with transitions from one slide to the next then with text builds. You'll create custom animation for each slide. Finally, you'll insert hyperlinks to create 'jumps' from one slide to another.

Course Objectives

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

- *Run a slideshow and use the Slide Show menu*
- *Use Slide Show help*
- *Create and use slide show timings*
- *Create transitions and build effects*
- *Create custom animation effects and add sound to a presentation*
- *Add hyperlinks and controls to navigate through a presentation*
- *Prepare speakers notes and handouts*
- *Use Pack & Go to package your presentation for use on another machine*

Course contents

Running a Slide Show

- *Running an existing slide show*
- *Using slide show help*
- *Using the slide show menu*
- *Using the pen*
- *Using Meeting Minder*
- *Navigating the slides in a show*

Creating Build Effects

- *Creating simple build effects using slide sorter view*
- *Creating more complex build effects using the Custom Animation Dialogue box*

Creating a Timed Slide Show

- *Using the timer to rehearse timings*
- *Specifying timings for transitions*
- *Using the slide meter*
- *Running a show continuously*

Adding Custom Animation

- *Using the Custom Animation dialogue box to set timing and effects*
- *Using sound with animation*
- *Animating charts*
- *Adding hyperlinks and navigation controls*

Creating Transitions

- *Using slide sorter view to add transitions*
- *Using the slide transition dialogue box to add transitions*

Packaging your presentation

- *Using the Pack and Go Wizard to transport a presentation*
- *Unpacking a presentation on another PC*
- *Creating and printing speakers notes and handouts*

Who should attend?

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