

Microsoft PowerPoint Module 2 – Diagrams and Drawings

Pre-requisites: Delegates must be confident with using Windows and a mouse and be experienced with basic PowerPoint.

Aim: By the end of this course you will be able to create an advanced presentation with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Using the Drawing Toolbar
- Lines/Objects
- Tables and Organisation Charts

Course Outline:

- Using the Drawing Toolbar**
 - Selecting Objects
 - Using the Drawing Tools
 - Resizing, Copying, Moving and Aligning
 - Rotating, Scaling, Duplicating, Rotating & Flipping and Grouping Objects
- Changing the Appearance of Lines/Objects**
 - Adding Arrows
 - Changing the Colour of a Line/Object
 - Adding Borders, Fills and Shading Patterns
 - Adding a Shadow and/or Offsets
- Working with Tables and Organisation Charts**
 - Creating a Table in PowerPoint
 - Changing Table Attributes
 - Creating an Organisation Chart
 - Changing an Organisation Chart Attributes