

## Microsoft PowerPoint Module 3 - Presentation Enhancements

**Pre-requisites:** Delegates must be confident with using Windows and a mouse and be experienced with topics covered in the PowerPoint Introduction Course.

**Aim:** By the end of this course you will be able to enhance your presentation.

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

- Clipart
- Customising Presentation Slides
- Objects
- Creating Graphs
- Delivering On-screen Presentations

**Course Outline:** **Working with Clipart**

- Adding, Ungrouping and Re-colouring Clipart
- Cropping
- Using Clipart using the Drawing Toolbar

**Customising Presentation Slides**

- Tab Setting
- Creating Custom Backgrounds
- Customising the Slide Colour Scheme

**Using the Outline Facility, Creating Handout and Notes pages and Working with Objects**

- Tables and Organisational Chart Facility
- WordArt, Charts and Worksheets

**Creating Graphs**

- Starting MS Graph
- The Datasheet Window
- Entering and Editing Data in the Datasheet Window
- The Graph Toolbar
- Choosing a Chart Type
- Adding Chart Elements
- Editing a Chart
- Inserting a Chart into a Presentation
- Inserting a Chart from Excel
- Setting Chart Defaults

**Delivering On-Screen Presentations**

- What is a Slide?
- Hiding Slides
- Working with Transition Effects
- Rehearsing a Presentation
- Interactive Slide Shows
- Creating Summary Slides