



Everyday PowerPoint 2000 / XP

A 1 day course designed for users who need to create eye catching, effective presentations using typical PowerPoint features

Delegate Requirements:

Basic keyboard and mouse knowledge

Course Outline

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| What is PowerPoint? | Adding AutoShapes |
| Overview of facilities | Creating speaker notes from Word |
| Creating slides & slide types | Creating audience handouts |
| Adding clip art | Adding multimedia features |
| Adding bullet points | Creating a presentation from an outline |
| Formatting slides | Annotating slides |
| Adding tables | Creating slide templates |
| Running the show | The Slide and Title Masters |
| The different slide views | Using Design Templates |
| Using the Slide Sorter | Using Pack and Go |
| Adding timings | |
| Adding animation | |

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