



White Horse Computer Training

## Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

### PowerPoint under the Hood – some not quite so well known facts

**Duration:** 1/2 day      **Pre requisites:** Basic familiarity with PowerPoint keyboard and mouse

- Create a Custom shows
- Add Action buttons and apply events
- Send slides to Word to generate handouts
- Multiple master slides
- Change the Pen options whilst presenting
- Replacing fonts
- Inserting charts from Excel both linked and just pasted
- Using comments
- Inserting slides from a file
- Using outlining
- Adding Organization charts
- Dragging images into PowerPoint
- Media clips
- Slide colour schemes
- Embedding objects
- Style checker
- Creating a Summary Slide
- Using multiple monitors