



## Microsoft PowerPoint (Intermediate)

### Training Course Outline

Overview	To cover features in PowerPoint that many intermediate users may be unaware of. The session will be delivered using a real-life example for each feature.
Target Audience:	People who are unfamiliar with the terms or functionality of the features contained in the Objectives list (below)
Pre-requisite Knowledge:	To provide a good underpinning knowledge of the functionality and correct use of the software <ul style="list-style-type: none"><li>• Faster file generation time using main features correctly</li><li>• Reduced maintenance time of future file updates</li><li>• To allow multiple members of staff to work on the same file effectively and constructively</li></ul>
Duration (hrs):	60-90 minutes
Additional Notes:	Following the session, each attendee will be sent an instructional document that covers all the features demonstrated within the presentation.



## Features Covered:

- Master Slide
  - Text Format & Layout Hierarchy
  - Background image
- Use of images
  - Importing
  - Copy & Paste file size issue
  - Resizing
  - Cropping/brightness/contrast file size issues
- Insertion of Excel graphs/charts
  - File size issues
  - Security risks from embedding charts
  - Pasting as Enhanced Metafiles
- Text fields
  - Inserting new text fields
  - Text Formats
  - Background
    - Solid
    - Gradient
- Alignment of objects
  - Relative to
    - Surrounding objects
    - Slide
- Grouping
- Connector lines
- Ordering (Z-Index)
- Animation
  - Order
    - Single/Grouped Objects
  - Effects
  - Timing
    - OnMouseClicked
    - Automatic