

Microsoft® PowerPoint Modular Training Sessions

Modular training takes the form of 1½ -2 hour sessions with a 15 minutes break between each.

- Modular training, does not take staff away from their desk for more than 2 hours.
- They only need attend the sessions/features which they will use.
- They can put what they have learned into immediate effect.
- It can be a problem solving session as well.

P1: Bullets, Numbering & Indents

Duration: 1 hour

Introductory level

- Creating bulleted lists
- Graphical Bullets
- AutoNumbered Bullets
- Indenting and Tabs
- Paragraph Spacing
- Selecting & Formatting Text
- Converting to Smart Art
- Formatting SmartArt

P4: Managing your Presentation

Duration: 2 hour

Advanced level

- Hiding Slides
- Expanding Slides
- Adding Comments
- Summary Slides
- Creating an Agenda Slide
- Using Hyperlinks
- Action Buttons using Hyperlinks
- Custom Shows (similar presentations for different Audiences)

P2: Charts & Drawing Objects

Duration: 1 hour

Introductory level

- Creating & Editing Charts
- Colours, Gridlines, Legends & Titles
- Working with Drawing Objects.
- Grouping, Ungrouping, Moving, Copying, Deleting, Aligning
- Creating Diagrams.
- Organisation Charts

P5: Animation & Transitions

Duration: 1 hour

Intermediate Level

- Transitions & Timings
- Custom Animations
- Animating Charts & Drawings
- Animating Diagrams
- Animating Graphics/SmartArt
- Adding sound to your presentation

P3: Themes, Masters & Templates

Duration: 2 hours

Intermediate level

- Applying a Theme
- Creating a Theme
- Saving a Theme
- Creating a Custom Layout
- Changing the Master Slides
 - Fonts & Bullets
 - Placeholders
 - Graphics & Text
 - Watermarks
- Saving as a Template

P6: Delivering Presentations

Duration: 1 hour

Advanced level

- Shortcuts to use during the Slide Show
- Annotating Slides
- Rehearse the Slide Show
- Add an audio clip
- Audio Tools Tab
- Hide the audio clip icon
- Using narration in a slide show
- Record a narration before or during a slide show
- Record comments on a slide
- Set the slide timings manually
- Turn the slide timings off