

Course Outline - **Microsoft PowerPoint 97 Advanced**

Aims:	To give a greater understanding of the capabilities of Microsoft PowerPoint 97
Pre-requisites:	Attendees must have attended the Microsoft PowerPoint 97 Introduction course, or have a good working knowledge of the product
Duration:	One day

Reviewing PowerPoint Objects

Working with PowerPoint Clip Art
Adding Charts to a presentation
Constructing Organisation Charts
Using AutoClipArt

Multimedia Presentations

Adding Movies and Sounds to a presentation
Playing CDs in a presentation
Multimedia settings

Presentation Aids

Slide Master vs. Title Master
Creating presentation Headers and Footers
Using the Ruler and Guides
Using and defining Color Schemes
Using Hidden Slides in a presentation
Creating Play Lists

Presentation Tools

The Meeting Minder
Using the Style Checker
Creating Presentation Templates
Creating Slide Show files

Working with Multiple Files

Importing Microsoft Word documents
Exporting presentations to Microsoft Word
Inserting slides from other presentations

Interactive Presentations and the Web

Creating interactive presentations
Using Slide Timings
Rehearse timings for a presentation
Creating Action Buttons
Using Hyperlinks in a presentation
Creating web sites using PowerPoint
Saving a presentation in Web format

taking **IT** further

