

## PowerPoint Advanced (2003/2007)

### Proposed course outline

Use more complex features in PowerPoint to enhance your slide shows and add movies and sound to bring your presentation to life.

Courses are tailored to individual requirements but topics which may be covered include:

#### Custom templates

- Create templates
- Customise templates including background and logo
- Saving templates

#### Drawing

- Adding basic shapes
- Changing shapes
- Grouping and ungrouping
- Alignment and rotation
- Fill and outline formatting
- Ordering of shapes
- Moving
- Shape effects

#### Inserting Media & Links

- Insert sounds into your slide
- Control when sound is heard
- Insert movies
- Insert Office objects
- Linking objects
- Use Hyperlinks
- Add Action buttons

#### Saving options

- Create automatic handouts in Microsoft Word
- Save as Slide Show
- Package to CD