

MICROSOFT POWERPOINT INTERMEDIATE

PROGRAM OVERVIEW:

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create a custom template by selecting a color scheme, background fill, fonts and clip art
 - Enhance a presentation by using custom clip art, animation and movies
 - Work with embedded and imported objects by using Microsoft applications
 - Customize the PowerPoint environment by modifying toolbars and using the Options dialog box
 - Build interactive presentations by creating hyperlinks and action buttons and create custom slide shows
 - Become familiar with collaboration features by creating online meetings and broadcast presentations
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COURSE OUTLINE:

I. Working with templates

- Working with presentations
 - Comparing design templates and presentations
 - Observing individual slides in a presentation
 - Entering you own data
 - Applying a different design template
- Creating your own template
 - Beginning with a blank presentation
 - Creating a custom background fill
 - Inserting a graphic logo
 - Changing a default font and font size in a template
 - Saving a template
- Working with a design template
 - Creating a new presentation from a template

II. Working with multimedia

- Working with graphics and multimedia
 - Inserting and scaling clip art
 - Changing the color of clip art objects

- Adding graphic objects to the clip art gallery
- Creating pictures
- Working with animation
 - Animating objects on a slide
 - Changing animation order and timing
- Inserting movies and sound
 - Inserting a movie into a presentation
 - Adding text to a slide
 - Inserting a background sound

III. Working Within the Office Suite

- Inserting Office objects
 - Inserting an Excel worksheet
 - Editing data in an embedded worksheet
 - Enhancing an embedded worksheet
- Creating slides from an outline
 - Exploring a Word outline
 - Inserting slides from an outline
- Sending slides to Microsoft Word
 - Sending slides to Microsoft Word

VI. Additional PowerPoint features

- Customizing PowerPoint toolbars
 - Viewing toolbar options and removing toolbars
 - Moving the toolbars
 - Adding and removing buttons
 - Additional toolbar options
- Other customization options
 - Examining View options
 - Examining Edit options
- Automating slide production
 - Duplicating slide content
 - Creating a summary slide

- Using AutoCorrect and the Style Checker
 - Using the AutoCorrect feature
 - Deleting an AutoCorrect entry
 - Observing StyleChecker options
 - Using the StyleChecker

V. Building interactive presentations

- Hyperlinks
 - Inserting an internal hyperlink
 - Inserting an external hyperlink
 - Linking to an external file
- Creating interactive objects
 - Observing Action button settings
 - Inserting an Action button
 - Changing Action button properties
 - Testing Action buttons
- Slide show options
 - Setting Slide Show options
 - Rehearse timings
 - Creating a custom slide show

**Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus**

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