

PowerPoint was designed to be the easiest tool to use to create brilliant presentations quickly with intelligent editing tools and support for graphics, animations and rich media. This course covers setting up slides, formatting text, changing templates and inserting images and charts. You will learn how to create flow charts and diagrams, how to animate the slide elements, and apply transitions for on-screen mode.

- **Starting**

- Auto Content Wizard
- Pick a look Wizard
- Choosing templates
- Text handling
- Importing from Word processing

- **Views**

- Outlining – collapsing & expanding, promote & demote
- Slide view
- Object handling
- Modifying using tool bar
- Shapes & text
- Spell checker

- **Creating Graphs**

- Importing from Excel
- Graph styles
- 2D and 3D styles

- **Drawing**

- Frames & fills
- Using clip art

- **Electronic Presentations**

- Building screen presentation
- Setting transitions
- Using Slide show

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PowerPoint