

Microsoft PowerPoint

	Introduction	Intermediate
This level is for you if:	<ul style="list-style-type: none"> You have just started using PowerPoint, or you need to! You don't know where to start You may have a new job or role where you need to present professional looking presentations to colleagues or clients We can include guidance on content and how to connect to a projector if required We can incorporate time to practise running your presentation in a safe environment if required <p><i>There are lots of tips and tricks at this level to make your job easier and save you time.</i></p>	<ul style="list-style-type: none"> You already use PowerPoint but would like to do it better and quicker You may be self-taught and find that making changes to existing presentations takes ages <p><i>There are lots of tips and tricks at this level to make your job easier and more productive and save you time.</i></p>
Contents	<ul style="list-style-type: none"> Create a new presentation from scratch Control the placement of objects on the slide Enhance text/objects using formatting techniques Insert media such as clipart/movies/photographs/logos Add charts to the presentation Apply design templates to the presentation Print slides and handouts Use special effects and timings Add Wordart Rearranging slides Hiding slides/deleting slides Adding speaker notes Add tables Optimising the content for the audience's benefit! <p>Optional</p> <ul style="list-style-type: none"> <i>Getting to grips with the technology – connecting the projector to a laptop, using a handheld controller</i> <i>Practising the presentation and getting feedback in a safe environment</i> 	<ul style="list-style-type: none"> Add multi-level bulleted lists Adding shapes Change the order of objects on the slide (bring to front/back etc) Create custom slide shows Advanced animation effects Using Smartart for organisation charts/flowcharts etc Animating graphs and Smartart Using Autocorrect Using masterslides Use hyperlinks to get to external documents/websites/other slides/email Enhancing charts Optimising the content for the audience's benefit!