

Microsoft PowerPoint Advanced

Customising Presentation Slides	<ul style="list-style-type: none"> • Tab Setting • Creating Custom Backgrounds • Customising the Slide Colour Scheme
Working with Templates	<ul style="list-style-type: none"> • Working with the Slide Master • Working with the Title Master • Masters and Design Templates • Modifying Slides Based on the Slide Master • Creating your Own Templates
Working with Tables and Organisation Charts	<ul style="list-style-type: none"> • Creating a Table in PowerPoint • Changing Table Attributes • Creating an Organisation Chart • Changing Organisation Chart Attributes
Using PowerPoint with other Programs	<ul style="list-style-type: none"> • Object Linking and Embedding • Editing Linked and Embedded Objects • Transferring Text into PowerPoint from Word • Transferring PowerPoint Data to a Word Document • Embedding an Excel Worksheet in a Slide • Inserting Slides from Other Presentations
Creating Graphs	<ul style="list-style-type: none"> • Starting MS Graph • The Datasheet Window • Entering and Editing Data in the Datasheet Window • The Graph Toolbar • Choosing a Chart Type • Adding Chart Elements • Editing a Chart • Inserting a Chart into a Presentation • Inserting a Chart from Excel • Setting chart Defaults
Delivering On-Screen Presentations	<ul style="list-style-type: none"> • What is a slide Show? • Hiding Slides • Working with Transition Effects • Rehearsing a Presentation • Interactive Slide Shows • Creating Summary Slides
PowerPoint and the Internet	<ul style="list-style-type: none"> • Web Publishing • What you need to publish a Presentation • What to expect with a Web Presentation • Publishing a Presentation • Saving a Presentation as a Web Page • Saving HTML files to a Specific Target Browser • Using Web Folders