

POWERPOINT LEVEL 2

Non-Credit Bearing

Module 1: Advanced Slide Master Techniques	
Using the Slide Master Ribbon	
Using the Notes Master Ribbon	
Using the Handout Master Ribbon	
Creating Notes Master	
Creating Handouts Master	
Apply Note and Handout Masters	
Removing Masters	
Modifying Templates	
Modify Themes	
Saving Templates	
Module 2: Using Multimedia in Presentations	
Customising Your Diagrams	
Inserting a Symbol or Special Character	
The Drawing Tools Ribbon	
Advanced ClipArt Formatting	
Other Illustrations	
Inserting a Picture from a File	
Inserting a Photo Album	
Adding Video and Sound	
Insert Video from the Clip Organiser or File	
Deleting a Video	
Adding a Sound Clip	
Deleting a Sound	
Using Animation Effects	
Add animation to an object	
Apply multiple animation effects to a single object	
View a list of animations currently on the slide	

One-day course 08:30 -16:00

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Set the effect options, timing, or order for an animation	
Test your animation effect	
Using Slide Transitions	
Add a transition to a slide	
Set the timing for a transition	
Add sound to slide transitions	
Creating a Custom Animation	
Module 3: Microsoft Office Integration with PowerPoint	
Merging Your Presentation with Another	
Slides from Word Outline	
Reuse Slides from other Presentations	
Create Handouts in Microsoft Word	
Create a New Embedded Object	
Embedding Part of a File	
Edit Embedded Objects	
Module 4: Working with Organisation Charts and Tables	
Advanced Organisation Chart Options	
Create an Organisation Chart	
Edit an Organisation Chart	
Formatting and Modifying Tables	
Table Tools: Design Sub Ribbon	
Table Styles	
Module 5: Advanced Presentation Techniques	
Creating Action Buttons	
Custom Shows	
Creating, Editing, Copying, and Deleting Shows	
Setting Show Options	
Email Presentations	

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Module 6: Advanced presentation delivery options	
On-Screen Navigation Tools	
Write on slides during a presentation	
Copying a Presentation to a CD or Folder	
Package Presentation for CD	
Opening Packaged Presentations	
Module 7: Customising the PowerPoint Environment	
PowerPoint Options	
General	
Proofing	
Using the Quick Access toolbar	
About the Default Buttons	
Adding Buttons	
Removing Buttons	
Customising the Toolbar	
Slide Sections	
Add and name a section	
Rename a section	
Move a section up or down in a list of slides	
Remove a section	
Headers and Footers	
Add Header or Footer	

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