

PowerPoint Intermediate (full day)

Level 2.0

Course outline

PowerPoint Intermediate (full day) is an ideal course for people who currently use PowerPoint and wish to increase their skills to understand this powerful program to a depth appropriate for the corporate environment and to stand out amongst their colleagues.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Working with slide masters
- Creating PowerPoint templates
- Working with WordArt and SmartArt
- Creating text / object animations
- Packaging presentations
- Adding timing settings to slides
- Creating new layouts
- Working with tables and charts
- Adding and editing slide transitions
- Saving self-running presentations
- Setting custom presentations
- Printing presentations
- Adding slide numbering to slides
- Building organisational charts (org charts).

and much more including our T7 Tips and Tricks section.

Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *PowerPoint Basics* such as adding and copying slides, changing slide layouts, adding and formatting shapes, working with bullets and numbering, working with slide backgrounds and formatting with the format painter tool. If you are not familiar with these skills, you will need to attend and complete *PowerPoint Basics* prior to attending *PowerPoint Intermediate*.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/PowerPoint

Further study

PowerPoint Advanced covers advanced techniques with Microsoft PowerPoint.

T7 Training Systems

For bookings or enquiries, contact:
(02) 8003 5740 or www.T7.net.au

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