WHITE HORSE
computer training

Who is this for?

You'll probably be using PowerPoint to produce some of your own presentations, smarten up others, or want to make them more interactive and self-running. Happy with using the basics, you'll want to explore more in depth use of the program.

What does it cover?

This course gives you the more in-depth knowledge of the lesser-walked paths within PowerPoint. Beginning with a review and some ideas for a quick start, there are more detailed concepts for custom animation of shapes and text, using shapes creatively for communication, the dissection and creation of slide masters, multimedia and more advanced image techniques, finishing with creating more self-supporting and interactive shows

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested …

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Review of basics
Adding slides and slide layouts
Applying design templates

Getting started quickly
Using the outline feature
Creating a presentation from a Word outline
Sending an outline to Word
Reusing slides from existing presentations
Using PowerPoint sections
Ruler, indents and tabs

Animations Review & development
Entrance, emphasis and exit effects
Running effects simultaneously
Setting triggers for animations
Using motion paths
  - *Using pre-set paths and moving/sizing*
  - *Creating your own paths*
  - *Editing and amending a path*

Using AutoShapes
Creating a shape
Moving, sizing and deleting
Adding text to a shape
  - *Text effects to shapes*
Fill colours and effects with shapes
  - *Dealing with gradient stops*
Distorting and editing a shape
Adding shape effects

The Selection Pane
  - *Naming and hiding objects*

Using the alignment tools
Grouping & ungrouping objects
Aligning to slide/objects
Making groups of groups
Ordering objects
Rotating and flipping
Using connecting lines & arrows
Creating an animated diagram with shapes

Using Smart Art
Types of Smart Art
Using the Text Pane
Smart Art styles
Adding & rearranging shapes
Animating Smart Art

Slide Templates & Masters
Review of Slide Masters
Creating & applying your own master
Preserving a Master
Creating your own templates
Modifying the Notes Master
Using themes
  - *Creating your own theme*

More overleaf…

Creating Graphs

Review of creation
Animating chart elements
Formatting individual elements

Reviewing and protecting a presentation

Using Comments
Comparing presentations
  ⬩ *Accepting and rejecting changes*
Protection options

Adding multimedia features

Adding a video clip
Video settings and options
Adding a sound clip
Sound settings and options

Creating custom shows

Creating & adding slides to a custom show
Running a custom show

More on images

Cropping to a shape
Picture layouts
Artistic effects & colour options
Corrections
Removing backgrounds

Creating interactive / self-supporting shows

Recording narrations and gestures
Slide show options for self-running shows
Saving as a PowerPoint show
Saving as a video
Creating and using a pre-set Action button
Creating and using a custom Action button
Adding web and email links to action buttons