

<b>INTRODUCTION</b>				
<p><b>Duration:</b>1 Day (9 – 4 pm)</p> <p><b>Objective:</b> To be able to create a Presentation from scratch</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p><b>Preferable</b> Some practical application for the course attending</p>	<p><b>Module 1</b> <b>Getting Started</b> View Existing Presentation Work with Layouts Resetting Layouts</p>	<p><b>Module 3</b> <b>Global changes</b> Apply a theme Headers &amp; Footers Use columns</p>	<p><b>Module 5</b> <b>Manipulating Slides</b> Delete Slides Move Slides Undo and Re Do Duplicate Slides Hide Slides</p>	
	<p><b>Module 2</b> <b>Creating a Presentation</b> From Templates Using Bulleted &amp; Sub Bullets Apply Formatting Using Auto Fit</p>	<p><b>Module 4</b> <b>Pictures</b> Using Smart Art Inserting/Manipulating Pictures Working with Shapes Group Sent to Back/Fwd Using Word Art</p>	<p><b>Module 6</b> <b>Effects</b> Set Transitions</p>	<p><b>Module 7</b> <b>Customizing</b> Running Slide Show Running from the Current</p>

<b>ADVANCED</b>				
<p><b>Duration:</b>1 Day (9 – 4 pm)</p> <p><b>Objective:</b> To be able to create master presentations</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p><b>Preferable</b> Some practical application for the course attending</p>	<p><b>Module 1</b> <b>Getting Started</b> Create Template Presentations Work with Layouts Resetting Layouts</p>	<p><b>Module 3</b> <b>Global changes</b> Apply a theme Creating a Corp theme Using the Slide Master Preserving the Master Creating new layouts Headers &amp; Footers</p>	<p><b>Module 5</b> <b>Manipulating Slides</b> Create Sections Convert to Smart Art Text Orientation Screen shot Create Tables</p>	
	<p><b>Module 2</b> <b>Creating a Presentation</b> Using Outline From Word to Power Point Photo Album</p>	<p><b>Module 4</b> <b>Charts</b> Creating Charts Importing from Excel Insert as Object Insert as Link</p>	<p><b>Module 6</b> <b>Effects</b> Set Transitions Animation Using Animation Painter Video and Sound Set Timing</p>	<p><b>Module 7</b> <b>Customizing</b> Create custom Show Using the Presenter View</p>