



# Manor Training

DELIVERING EXCELLENCE

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## Microsoft PowerPoint Introduction - 1 Day

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Creating, Text Slides

Creating Bullet Slides

Inserting ClipArt

Formatting Text & Bullets

Creating Business Graphics

Organisation Charts: Tables, Charts

Use of the Drawing Tools

Working in Various Views

Printing Slides in different Layouts

Inserting Headers & Footers

Applying Templates & Backgrounds

Slide Transitions

Pre-set Animation Effects

Running a Slide Show

Use of the Drawing Tools

Working in Various Views

Printing Slides in different Layouts

Inserting Headers & Footers

Applying Templates and Backgrounds

Slide Transitions

Pre-set Animation Effects

Running a Slide Show

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## Microsoft PowerPoint Advanced - 1 Day

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Creating a Template

Working with the Master Slides

Using the Drawing Tools to create Flowchart-type diagrams

Applying Custom Animation

Creating Action Buttons

Custom Shows

Inserting Sound & Movie Clips

Recording a Narration

Drill-down to a Microsoft Document

Meeting Minder & Action Items

Importing & Exporting Data to other Microsoft Applications

Rehearsing & using Slide Timings

Slide Show Hints & Tips

PowerPoint Viewer and Pack & Go