

SOFTWARE TRAINING PLAN

Prepared for: Robert Green, Morgan Black, Martha White

Software training: Microsoft Power Point

This training covers a broad range of topics to help you quickly get up-and-running with PowerPoint. Learn how to create presentations with an impact. You will learn to use outlines, establish the timing of presentations, as well as add sound, animation, and video to your presentations.

1 Getting started with Microsoft PowerPoint

Understanding the PowerPoint The Ribbon and Backstage
Use the Design Tab

0 1 2 3 4 5

09/05/2024 09:00 - 09:30

Martin J. Simpson

2 Building PowerPoint presentation content

Building an outline
Editing slide content
Formatting inserted images

0 1 2 3 4 5

09/05/2024 09:30 - 10:00

Sarah Winston

3 Using PowerPoint's design tools

Understanding templates
Applying themes to a slide
Customizing a theme

0 1 2 3 4 5

09/05/2024 10:00 - 10:30

Peter Horne

4 Designing PowerPoint presentations

Building better slides
Working with text
Filling in an existing text area

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09/05/2024 10:00 - 10:30

Martin J. Simpson

5 The slide master view and PowerPoint themes

Editing the Slide Master
Creating custom slide layouts
Adding a custom slide layout

0 1 2 3 4 5

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Sarah Winston

6 Linking and embedding external data

Embedding an Excel worksheet
Editing embedded objects
Creating a linked object

0 1 2 3 4 5

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Genelia Prasad

7 Adding multimedia to presentation

Creating a crossfade effect
Creating complex scenes
Animating slides with sounds

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Sarah Winston

8 Delivering PowerPoint presentations

Preparing for presentation
Setting up the slide show
Controlling your presentation

0 1 2 3 4 5

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Wesley James

9 Creating custom slide shows & delivery

Using speaker notes
Formatting and printing notes
Designing a printed handout

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Martin J. Simpson

10 Delivering PowerPoint presentations online

Delivering presentation online
Slide show on a web page
Presentation tips

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