



Microsoft Office Specialist PowerPoint 2003

Course Objective

The Microsoft Office Specialist (Office Specialist) Certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Candidate will be train on using features in Microsoft PowerPoint 2003 as a powerful tool for presentation

Prerequisite:

Working knowledge in computer

Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

Training Methodology & Materials:

- 100% hands-on.
- Well-designed exercises/sessions to enhance further understanding of the courseware

Key terms and conditions to enjoy SDF / SRP assistance: *

- Singaporean OR Permanent Resident
- Must attain minimum of 75% attendances
- Must sit for Microsoft Office Specialist examination

*Please visit www.sdf.gov.sg or www.srp.org.sg for full terms and conditions

Training Duration:

Total Training Hours : 32 hours
Full-Time : 9am to 6pm (4 days)
Part-Time : 6.30pm to 10.30pm (8 sessions, twice a week)

Course Training Fee :

Course Fee : \$478 without SDF ; \$254 after SDF
Registration Fee : \$25
SRP grant available.
Contact us for more details.

DETAILED COURSE OUTLINE

1. Introduction

- 1.1. Overview
 - 1.1.1. What is a Presentation Manager?
 - 1.1.2. What is PowerPoint?
- 1.2. Creating a Presentation
 - 1.2.1. Some Considerations
 - 1.2.2. Looking at the PowerPoint Screen
 - 1.2.3. Using the Toolbars
- 1.3. Working with Presentations
 - 1.3.1. Creating a Presentation
 - 1.3.2. Managing Your Files
 - 1.3.3. Making Changes to the Presentation
 - 1.3.4. Moving Around in the Presentation
- 1.4. Creating a Master Slide
 - 1.4.1. Inserting Headers and Footers
- 1.5. Changing the Slide Design and Layout
 - 1.5.1. Applying a Template from Another Presentation
- 1.6. Changing the Slide Order

2. Working with Text

- 2.1. Selecting Text Objects
 - 2.1.1. Using Select vs Edit Mode
 - 2.1.2. Manipulating Text
- 2.2. Formatting Text
 - 2.2.1. Changing the Text Alignment
 - 2.2.2. Entering Bulleted Information
 - 2.2.3. Setting Tabs & Indents
 - 2.2.4. Setting and Adjusting Indenting
- 2.3. Proofing the Slides
 - 2.3.1. Using AutoCorrect
- 2.4. Using Find and Replace
 - 2.4.1. Finding Text
 - 2.4.2. Replacing Text

DETAILED COURSE OUTLINE**3. Working with Graphics and Tables**

- 3.1. Adding Graphics
 - 3.1.1. Manipulating the Pictures
 - 3.1.2. Inserting Graphics from Other Sources
- 3.2. Creating and Using Tables
 - 3.2.1. Inserting a Table
 - 3.2.2. Formatting the Table
- 3.3. Creating Objects
- 3.4. Editing and Adjusting Objects
 - 3.4.1. Arranging Objects

4. Manipulating the Slides

- 4.1. Customizing Your Slides
 - 4.1.1. Customizing the Slide Background
 - 4.1.2. Changing the Color Scheme
- 4.2. Using Information from Other Sources
 - 4.2.1. Importing Outlines from Microsoft Word
 - 4.2.2. Copying Slides From Another Presentation
 - 4.2.3. Importing from Word
 - 4.2.4. Importing from Excel
 - 4.2.5. Exporting to an Outline
- 4.3. Animating Objects
 - 4.3.1. Customizing the Animation
 - 4.3.2. Applying Slide Transitions

5. Bringing It All Together

- 5.1. Printing the Presentation
 - 5.1.1. Special Printing Options
 - 5.1.2. Choosing the Print Color
- 5.2. Creating Notes and Handouts
 - 5.2.1. Creating Notes
 - 5.2.2. Printing Notes
 - 5.2.3. Creating Handouts
- 5.3. Running the Slide Show
 - 5.3.1. Setting Up the Slide Show
 - 5.3.2. Viewing the Slide Show
 - 5.3.3. Rehearsing the Presentation
 - 5.3.4. Using the Annotation Options
 - 5.3.5. Hiding Slides

6. Using Multimedia Elements

- 6.1. Converting Graphics to Objects
- 6.2. Adding Animation
 - 6.2.1. Animating Objects and Text
 - 6.2.2. Animating Charts
- 6.3. Adding Sounds or Movie Clips
 - 6.3.1. Using the Media Player
 - 6.3.2. Adding Sounds
 - 6.3.3. Inserting Sounds
- 6.4. Inserting Sound from External Sources
 - 6.4.1. Playing an Audio CD
 - 6.4.2. Recording Narration
 - 6.4.3. Playing the Show Without Narration
 - 6.4.4. Controlling Sound Effects

7. Enhancing or Customizing Presentations

- 7.1. Structuring a Presentation
 - 7.1.1. Looking and Following a Logical Sequence
 - 7.1.2. Creating a Summary or Agenda Slide
- 7.2. Controlling Slide Show Progression
 - 7.2.1. Displaying a Black Screen During a Show
 - 7.2.2. Ending with a Black Screen
- 7.3. Creating a Custom Show
- 7.4. Adding Hyperlinks
 - 7.4.1. Deleting a Hyperlink
- 7.5. Adding Action Buttons
- 7.6. Self-running Presentations
- 7.7. Using the Slide Finder

8. Working with Objects

- 8.1. Creating Data Charts
 - 8.1.1. Selecting Items in a Datasheet
 - 8.1.2. Importing Data into a Datasheet
 - 8.1.3. Changing the Chart Type
 - 8.1.4. Adjusting the Data Series
 - 8.1.5. Adjusting Data Labels
 - 8.1.6. Adding Titles
- 8.2. Creating an Organization Chart
 - 8.2.1. Selecting and Editing Boxes
- 8.3. Linking and Embedding Objects
- 8.4. Importing and Exporting Text

9. Delivering in Other Methods

- 9.1. Using the Pack and Go Wizard
 - 9.1.1. Viewing the Packaged Presentation
- 9.2. Working with Others
 - 9.2.1. Sending Presentations for Review
 - 9.2.2. Making the Changes
 - 9.2.3. Reviewing the Changes
 - 9.2.4. Inserting Comments
 - 9.2.5. Comparing and Merging Presentations
- 9.3. Creating Web Pages
 - 9.3.1. Publishing Presentations on the Web