



dANA NÄYE VENTURES COURSE OUTLINE

Powerpoint Techniques - Level 2

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COURSE LENGTH: 14 Hours

REGISTRATION

FEE: \$175.00 + GST

COURSE INFORMATION

PREREQUISITES:

Students should have completed the PowerPoint Level 1 course or have equivalent knowledge of the program. Students should also have a good working knowledge of the Personal Computer and Windows operating system. Consultation with the instructor can be arranged prior to registration in the course to determine if you should take this course.

COURSE DESCRIPTION:

Microsoft PowerPoint Level 2 examines the advanced features of the program and demonstrates how to enhance your presentation effectively, efficiently and professionally using the advanced tools and other features including multimedia.

COURSE GOALS:

Upon completion of this course students will be able to:

- Work with Masters and Templates
- Design a custom template
- Create slides from a summary slide
- Customize
 - Backgrounds
 - Color schemes
 - Clipart
 - Objects
 - Embedded links
 - Jumps and action buttons
- Format web pages
- Save embedded fonts in a presentation
- Save to HTML format to a specific target browser
- Save a slide as a graphic
- Add clipart, pictures, sound, video, objects and special animated effects
- Convert clipart to PowerPoint drawing objects
- Animate objects

- Create interactive presentations such as pausing a slide show and using basic ActiveX controls for feedback
- Using hyperlinking and object linking
- Create, run and edit macros
- Export to 35mm slides
- Incorporate slides from another presentation
- Import a Microsoft Word outline to a presentation
- Export a presentation to a Microsoft Word outline
- Generate meeting notes
- Use Net Meeting to show a presentation
- Electronically incorporate meeting feedback while delivering a presentation
- Use the pen during a presentation
- Send a presentation by e-mail
- Customize and create toolbars
- Subscribe to a presentation
- Save a presentation for use on another computer with Pack and Go

MAJOR COURSE OBJECTIVES:

The objective of this course is to review the basic operations of Microsoft PowerPoint 2000 and introduce the student to more advanced commands, functions and capabilities of PowerPoint.

COURSE FORMAT:

Lecture, demonstration, class exercises.

COURSE REQUIREMENTS

ATTENDANCE AND PARTICIPATION

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/ A

ASSIGNMENTS:

In class exercises.

DETERMINATION OF FINAL MARK:

N/ A

TEXT AND MATERIALS:

A manual is provided.

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/ A

GRADES ON TRANSCRIPT:

N/ A