



## SOFTWARE SKILLS TRAINING

### COURSE OVERVIEW

You will learn how to:

- Change slide layouts
- Insert objects onto slides
- Format backgrounds
- Enhance presentations
- Use drawing techniques
  - Use transitions and animation effects
  - Use slide masters
- Prepare and create your own presentation

Level:  
2

Duration:  
3 hours



### Applying and Changing Slide Layouts

- Using Design Ideas.
- Reusing slides from other presentations.
- Changing layouts on slides.

### Inserting a range of objects onto slides

- Creating and applying formatting to table slides.
- Inserting a range of shapes and formatting them.
- Inserting Icons and 3D Models.
- Inserting a range of SmartArt graphics.
- Inserting a chart onto a slide.

### Applying Design Templates and Formatting Backgrounds

- Applying a range of design templates and formatting backgrounds.
- Use a range of options with Design Ideas.
- Making changes to adjust template layouts.

### Enhancing Presentations

- Adding Header/Footer and Slide Numbering.
- Inserting video onto slides and apply techniques to control the content.
- Inserting audio and controlling the content.
- Inserting external objects onto slides.

### Using Drawing Techniques

- Drawing a range of different shapes.
- Moving and sizing shapes to meet needs.
- Adding text to shapes.

### Applying Transitions and Animation Effects

- Applying transitional styles to slides.
- Apply slide timings to slides.
- Apply a range of custom animation effects to different objects on slides.
- Using the animation pane and reordering animation.

### Using Slide Masters

- Using the Slide Master.
- Using the Handout Master.
- Using the Notes Master.

### Preparing your Presentation to meet the needs of the audience

- Preparing to setup a slide show.
- Printing slides and audience handouts.
- Hiding slides.
- Using Rehearse Timings.
- Recording a Slide Show.
- Working with Speaker Notes.

