

Microsoft PowerPoint 2000 Level 2

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2000 to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- use a variety of text techniques including importing text and WordArt and adding speaker notes
- create tables, charts and organization charts
- view the slide master and modify the master font
- hyperlink to another slide show or another application
- modify charts and chart data
- insert and format Word tables
- import Word tables and Excel charts
- add and play movie clips
- create a custom template, modify the notes master and change the colour scheme
- understand the relevant health and safety issues relating to computer usage

Target Audience:

This course is intended for people who wish to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages using PowerPoint 2000.

Prerequisites:

This course is designed for participants with some knowledge of the software including clipart, drawing, printing, animation and running a slide show. Ideally participants will have completed INF124 Microsoft PowerPoint 2000 Level 1.

Statistics:

11 chapters, and pages.

Approx* Duration:

exercises. Anticipated duration* of 11 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from www.watsoniapublishing.com.

Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

Resource Sequence:

INF124 Microsoft PowerPoint 2000 Level 1
INF125 Microsoft PowerPoint 2000 Level 2

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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Microsoft PowerPoint 2000

Level 2

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