

Course Introduction

Computing skills are one of the top skills employers desired in their employees. Microsoft Office suite of applications, being the most popular software in the world, are extremely useful and widely used in organisations, schools and homes. It is the most practical and productive tool for documenting and organising information, delivering presentations, as well as processing data in work environments across the globe. Microsoft Office has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Microsoft Office is a collection of purpose build programmes including:

- 1) Microsoft Excel – Creates simple to complex data/numerical spreadsheets.
- 2) Microsoft PowerPoint – Creates professional multimedia presentations.
- 3) Microsoft Word – Create text documents.

Learning Outcome

Participants will be able to:

- Understand target audience and venue considerations when planning presentation
- Create and modify presentation templates and format different slide background
- Enhance presentation using built-in drawing and image tools
- Apply advanced chart format features as well as inserting movies and music and animation

Course Outlines

Topic 1. Best Practice

- Keys to creating effective presentations
- Understanding communication skills during presentations

- Plan a Presentation

Topic 2. PowerPoint Preparation

- Using Colours and Effects
- The Slide Master
- Understanding Bullet Levels
- Title Master
- Creating, saving and using Templates
- Insert Text placeholder
- Inserting Slides
- Reusing slides from library
- Importing outline from MS Word

Topic 3. Images and Drawn Objects

- Working with Drawn Objects
- Change Object Backgrounds
- Rotate and Flip Objects
- Recolouring Pictures
- Converting Pictures
- Background Graphics
- Arranging Objects
- Cropping and Editing Images
- Understanding different image formats

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Topic 4. Creating Lists and Tables

- Indent and remove indent bulleted text
- Adjust line spacing in lists
- Switching between lists
- Creating tables

Topic 5. Charts

- Creating Combination Charts
- Creating Two Axes Charts
- Edit and Format Charts
- Animating Charts

Topic 6. Multimedia

- Inserting Sounds
- Inserting Movie Clips
- Animation Recap

Topic 7. Multimedia Enriched Presentations

- Inserting Sounds and Audio
- Inserting Movies and Online Videos
- Introducing Animation Pane
- Change Animation Sequence

Topic 8. Slide Shows

- Using Action Buttons/ Hyperlinks
- Create and Edit Custom Shows
- Run a Custom Show
- Apply Slide Transitions and Timings
- Setup a Slide Show
- Annotating Presentation

Topic 9. Presenting Online

- Working with Hyperlinks
- Action Buttons and Action Settings
- Present Online

Topic 10. Collaborating on a Presentation

- Using Comments
- Using Slide Library
- Password Protection