JAMES COOK INSTITUTE

DURATION

8 hours

COURSE OBJECTIVES

At the end of the course, participants will be able to add images and diagrams to enhance the visual appeal of their presentations. Participants will also learn to utilise tables and charts and format those objects to create impactful slides. Participants will be able to incorporate data from different sources efficiently.

TARGET AUDIENCE

This course is aimed at participants who need to be able to utilise images and diagrams and to import data to deliver appealing and interesting Microsoft PowerPoint presentations that will communicate their messages to the audience effectively.

PRESUMED SKILLS

Participants are expected to have experience using computers and are familiar with the basic functions of Microsoft PowerPoint.

COURSE OUTLINE

TABLES

- Insert and delete Tables
- Insert, delete and format rows and columns
- Table formatting

IMAGES AND SHAPES

- Insert pictures, ClipArt and Shapes
- Format pictures, ClipArt and Shapes
- Modify, position, distribute pictures, ClipArt and Shapes

INCORPORATING SCREENSHOTS

- Insert a screenshot of a web page or another application

SMARTART DIAGRAMS

- Create SmartArt diagrams such as organisation chart, cycle, pyramid, list, process, etc.

- Format SmartArt diagrams

CHARTS

- Insert and delete charts
- Modify chart data
- Format charts

LINKING AND EMBEDDING OBJECTS

- Insert, edit and delete hyperlinks
- Insert and modify Action Buttons
- Link data into a slide
- Update and break links
- Embed data into a slide
- Edit and delete embedded data