



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

1 Sophia Road, #02-03, Peace Centre, Singapore -228149

www.gteceducation.com.sg info.sg@gteceducation.com Ph: +65 - 63360244

MS POWERPOINT



COURSE CONTENT

Setting Up Your PowerPoint Environment: Presentation Basics, Text Basics, Working with Slides Using Different Views from the PowerPoint Window

Themes and Background Styles: To Apply a Theme, Modify Themes, Background Styles

Working With Objects: Pictures and Clip Art, Working with Lists

Hyperlinks and Action Buttons: Inserting Hyperlinks and Action Buttons, Edit Hyperlinks and Action Button, Word Art and Shapes Working with Tables: Insert a Table, Table Styles, , Formatting a Table Style

Working with Charts: Inserting Charts, Formatting Charts, Modifying the Chart Layout

Working With Movies and Sounds: Inserting Movie From a Computer File, Inserting Sound, Other Sounds and Movies Option

Working with the SmartArt: Inserting SmartArt Graphics, Modifying and Formatting Smart art Graphics

Animation and Slide Transition: Default Animation, Custom Animation, Modify a Default or Custom Animation, To Reorder Animation Using Transitions, Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

Using the Slide Master: Making Changes to All Slides, To Insert a Picture on All Slides, Making Changes to Specific Layouts

Proofing and Printing Slides