



MOS POWERPOINT

Microsoft Office Specialist

2-Day Programme

This course is designed for Intermediate users of Microsoft PowerPoint who would like to hold a recognised qualification to reflect their expertise. You should already have attended training at an Introductory level and be using Microsoft PowerPoint on a regular basis prior to attending this training programme.

We will cover in detail all of the Advanced feature of MS Word, including Database Features, Advanced Functions such as IF and Lookups along with the automation of tasks using Macros etc. Although it is recommended that you firstly complete the MOS Excel Core training and exam prior to attempting the MOS Excel Expert, it is not necessary to do so.

Creating Content

- / Create new presentations from templates
- / Insert and edit text-based content
- / Insert tables, charts, and diagrams
- / Insert pictures, shapes, and graphics
- / Insert objects

Formatting Content

- / Format text-based content
- / Format pictures, shapes, and graphics
- / Format slides
- / Apply animation schemes
- / Apply slide transitions
- / Customize slide templates
- / Work with masters

Collaborating

- / Track, accept, and reject changes in a presentation
- / Add, edit, and delete comments in a presentation
- / Compare and merge presentations

Managing and Delivering Presentations

- / Organize a presentation
- / Set up slide shows for delivery
- / Rehearse timing
- / Deliver presentations
- / Prepare presentations for remote delivery
- / Save and publish presentations
- / Print slides, outlines, handouts, and speaker notes
- / Export a presentation to another Microsoft Office program

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