

Course Code: VTLOKMPAX
Duration: 1 Day (7 Hours)
SkillsConnect SDF Approved Course

 Eligible for: SkillsFuture Credit
 SDF Grant ▪ PIC Scheme


Course Brief

A 1-day hands-on follow on course designed to equip experienced users with know how to create a presentation that can be used on different audiences without creating separate presentation files. You will be taught techniques on how to manage presentations that requires large number of slides and position presentations as learning or revisionary tool.

This course will help you make your presentation more appealing with the use of visual elements and web elements. You can even edit your video directly from PowerPoint 2010!

This course is designed with relevant hands-on exercises to allow you to practice key lessons taught.

Course Outline

WORKING WITH CUSTOM SHOWS

- Create a Custom Show
- Edit a Custom Show
- Rename a Custom Show
- Remove a Custom Show
- Execute a Custom Show

WORKING WITH ACTION BUTTONS

- Insert an Action Button
- Edit an Action Button
- Delete an Action Button
- Assign a Custom Show to an Action Button
- Set Show and Return to Custom Shows
- Assign a Hyperlink to an Action Button
- Assign a Presentation to an Action Button
- Apply Action Setting to Objects
- Limit User to Clicking Only Action Buttons

WORKING WITH TABLES

- Insert a Tables from the Insert Menu
- Insert a Table from the Slide Layout
- Edit a Table
- Delete a Table
- Import a Table from a Word Document

WORKING WITH CHARTS

- Insert a Chart from the Slide Layout
- Insert a Chart from the Insert Menu
- Edit a Chart
- Delete a Chart
- Import Excel Data and Charts

WORKING WITH ORGANISATION CHARTS

- About Forms
- Build the Form Framework
- Protect Form from Distribution

APPLYING CHART ANIMATIONS

- Animate the Chart as a Whole Object
- Animate the Chart by Parts

INCLUDING MUSIC AND MOVIES

- Insert Music as an Object
- Include Background Music
- Add Play CD Audio Track Option into Ribbon
- Play CD Audio Track
- Insert a Movie Object
- Set a Movie to Play Across Multiple Slides
- Switch from when Clicked Automatic
- Trim a Video
- Use Bookmarks an Audio or Video Clip

INCLUDING WEB ELEMENTS

- QuickTime and Flash Videos
- Install the Add-In for YouTube
- Embed a YouTube Video
- Install the Add-In for LiveWeb
- Embed a Live Web Pages
- Embed PDF File
- Set Up the Developer Tab
- Add a Flash Object

This Course Is For

Learners who have attended the Microsoft PowerPoint 2010 Basic to Intermediate module or for those who are very familiar with the features of PowerPoint

Public Sector - Division 1, 2 & 3
 Private Sector - Applicable to All

Course Fee

S\$200.00 before GST
 S\$214.00 after GST

Related Courses

- MS PowerPoint 2010 Basic to Int.

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.