SYLLABUS

MASTER IN OFFICE

Presentations

(Microsoft PowerPoint)

GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

Presentations (Microsoft PowerPoint)

CHAPTER 1

Presentation Design Basics

Section 1	**Presentation design basics**

Speeches and Presentations

Audience and Presentation Conditions

Assimilation-Understanding

Using colours in a presentation

Speaking-Presentation

CHAPTER 2

Advanced Techniques for Slide Design

Section 1	**Preparation and Slide Design**

Slide Design

Using Design Templates

Format Background

Insert existing slides from one presentation to another presentation

Import layout from MS Word file into a presentation

Section 2	**Presentation Templates**

Create a Template

Create a template Based on a Blank Presentation

CHAPTER 3

Graphics, Images, charts, and Diagrams

Section 1	**Advanced Graphics Techniques**

Pictures, Graphics and Shapes

Using the drawing tools

Drawing Objects

Designing Autoshape Objects

Align a picture, graphic or shape

Aligning Objects

Distribution of selected images, graphics or shapes

Picture, graphic layout and shape layout

Inserting an image, graphic or shape on a slide

Grouping, remove grouping of objects, drawing on a slide

Convert image or graphic to a drawing object

Ignore background graphic on a slide or slides

Save a slide as a picture (gif.bmp jpeg.png)

Apply effects to images and Graphics

Section 2	**Editing Images**

Editing Images

Image Edit

Start an image editing application

Microsoft Office Picture Manager

Paint using PowerPoint

Section 3	**Charts and SmartArts**

Charts and SmartArts

Create Chart

Microsoft Graph

Mixed Charts

Modify Existing Chart

Modify Chart Selections

Use Image in a Chart

Create SmartArt or Organization Chart

Data Flow

CHAPTER 4

Using Multimedia

Section 1	**Εφέ αντικειμένων και διαφανειών**

Objects and slides effects

Creating Custom Animation Effects

Remove animation

Section 2	**Using Multimedia in a Presentation**

Using Multimedia in a Presentation

Insert audio to animation

Import media files (audio/video) on a slide

CHAPTER 5

Management Presentations

Section 1	**Objects and slides effects**

Objects and slides effects

Creating Custom Animation Effects

Remove animation

Section 2	**Correlating the information in a presentation**

Using links to a presentation

Link text from a document or a range of the worksheet

Update/modify linked items in a presentation

Embed an Object

Change a linked object to an embedded object

Insert an image file and link it to the file

CHAPTER 6

Macros

Section 1	**Working with Macros**

Macros

Create A Macro

Assign macro to toolbar

Run macro

Run the macro from a hot spot

Delete a macro