



POWERPOINT INTERMEDIATE

SYLLABUS



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CYPAD SERVICES LIMITED

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Section 1: Advanced File Tasks

Lesson 1 .1: Saving Your Files

Using File Formats

Using File Properties

Using Auto Recover

Lesson 1 .2: Using Templates

Opening a Template

Using a Template

Lesson 1 .3: Navigating the Slide Show

Navigating the Slide Show

Using the Navigation Buttons

Using the Pointer Button

Section 2: Adding Tables and Charts

Lesson 2 .1: Creating and Working with Tables

Inserting a Table

Drawing a Table

Using the Table Tools Tab

Working with Cells

Inserting an Excel Table

The Insert Excel Table Tabs

Lesson 2 .2: Formatting a Table

Setting Style Options

Setting Table Styles

Changing the Shade of a Fill

Applying Borders

Adding Effects

Drawing Borders

Lesson 2 .3: Working with Charts and Graphs

Creating and Linking Worksheet Charts and Graphs

Chart Tools Tab

Incorporating Titles and Data

Legends and Labels

Lesson 2 .4: Working with SmartArt

Creating SmartArt

SmartArt Tools

Resizing Diagrams

Inserting a SmartArt Graphic from a Slide

Section 3: Adding Graphics

Lesson 3 .1: Customizing Your Diagrams

Inserting a Symbol or Special Character

Adding and Editing Shapes

Changing Diagram Types and Design Schemes

Incorporating Text

Lesson 3 .2: Working with Text Boxes

Adding a Text Box

Selecting Text Boxes

Deleting a Text Box

Moving a Text Box

Resizing a Text Box

Rotating a Text Box

Formatting a Text Box

The Drawing Tools Tab

Lesson 3 .3 Other Illustrations

Inserting a Photo from a File

Inserting a Photo Album

Updating a Photo Album

Section 4: Adding Audio/Visual Effects

Lesson 4 .1: Adding a Movie

Insert Movie from the Clip Organizer or File

Movie Tools

Deleting a Movie

Lesson 4 .2: Adding a Sound Clip

Insert Sound Clip from Clip Organizer or File

Sound Tools

Recording a Sound

Playing a CD

Deleting a Sound

Lesson 4 .3: Using Animation

Entrance, Emphasis and Exit Effects

Add and Draw Motion Paths

Lesson 4 .4: Advanced Animation Options

Speeds and Timing Options

Using Slide Transitions

Creating a Custom Animation

Skill Sharpener