



**ZING365**  
Learning without limits

# POWERPOINT INTERMEDIATE

## WHAT WE WILL COVER

## SUMMARY

- Using Outline Mode for Greater Efficiency
- Using and Creating Design Themes and Templates
- Font Formatting Tools
- Adding External Content
- Adding and Using SmartArt
- Working with Master Slides
- Using Guides and Rulers
- Drawing Objects
- Preparing for Printing
- Adding Transitional and Animation Effects
- Running a Slide Show
- Slide Show Tools

For existing users of PowerPoint, the Intermediate Course provides greater detail of how to best use the product.

The course includes detailed coverage of SmartArt allowing users to add depth and impact to their information.

## OBJECTIVES

**By the end of this course you will;**



Gain an understanding of SmartArt



Create uncluttered informative slides



Run a presentation in an effective manner

## PRE WORK

- None required



PART OF THE DWF GROUP