



PowerPoint Core MOS (Microsoft Office Specialist) Certification Preparation

This workshop prepares you for a MOUS (Microsoft Office User Specialist) certificate in PowerPoint. Once you are MOUS certified, you have an industry recognized stamp of approval that you are proficient with PowerPoint.

Getting certified in PowerPoint has two benefits. It is proof to yourself and others that you are trained and competent in creating presentations, and it ensures that you have the skills to get more out of the software so that you can reduce wasted time. Included with this 1-day workshop is:

- self study material to prepare for the MOUS certification program,
- one-hour of free telephone help with a certified PowerPoint Expert,
- and one opportunity to take the MOUS examination at our testing centre.

WORKSHOP ID: 15 | LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | FEE: \$495/PERSON + GST

Courseware Outline

INTRODUCTION

- What is a presentation manager?
- Create a presentation
- Look at the PowerPoint window
- Change a presentation
- Moving around in the presentation

CREATE A MASTER SLIDE

- Insert headers and footers
- Change the slide design and layout
- Apply a template from another presentation

WORKING WITH TEXT

- Select text objects
- Manipulate text
- Format text
- Proof the slides
- Use find and replace

CHANGE SLIDE ORDER

- Use the slide sorter

WORK WITH GRAPHICS

- Add graphics
- Create graphic objects
- Edit and adjust graphic objects
- Arrange graphics

CREATE AND USE TABLES

- Inserting a table
- Format tables

MANIPULATE THE SLIDES

- Customize your slides
- Change slide background
- Change color scheme
- Import outlines from Word
- Copy slides from another presentation
- Export a presentation to an outline

SET UP THE SLIDE SHOW

- View the slide show
- Rehearse the presentation
- Use the annotation options
- Run the slide show

HIDE SLIDES ANIMATE SLIDES

- Customize the animation
- Apply slide transitions

CREATE NOTES AND HANDOUTS

- Create notes in notes view
- Adjusting layout of handouts
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PRINT A PRESENTATION

- Print the presentation
- Special printing options
- Print notes and handouts

PRESENTATION DELIVERY

- Using pack and go
- Send presentations for review
- Publish presentations on the web
- Broadcast online
- Use the meeting minder

Basic Skills Checklist

No previous knowledge of PowerPoint is required. Before attending this workshop, you should be able to size and move windows, PowerPoint menus and make menu choices, manage documents, use cut and paste, and find documents with Windows Explorer. It is recommended but not required to complete the included level 1 courseware prior to taking the MOUS certification test.

Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=15>