CS1TQ2 - Commercial Off The Shelf Software
Practical 10 – Advanced Powerpoint

For today's practical please make sure that you can carry out the following tasks related to advanced presentation usage. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. When you have completed these tasks you should construct your presentation for the assessment.

Inserting a table into a Powerpoint slide ....□
Creating and inserting an organisation chart ....□
[For the ECDL tests you will also need to know how to create and insert a chart – we will be covering this next term as part of Excel spreadsheets]
Choosing automatic or manual slide advance...□
Using slide transitions and transition effects ....□
Animating slides using custom animations ....□
[Charts will be covered later, but note that individual elements within the chart can also be animated]
Adding sound to your presentation (Your PC may not have speakers!)......□
Importing pictures and clipart ....□
Applying a design template (what elements are changed, which are not changed? ....□
Saving your presentation as a slideshow (.pps) file ....□
Saving your presentation for the web (as html files)..............................□

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