

# Table of Contents

## Office Procedures

Turning and Computer on and off .....	i
Log-in Procedures.....	i
Log off.....	i
Shut Down .....	ii
File Management .....	iii
Folders, Files and Storage .....	iii
Navigation Pane.....	iv
Creating New Folders .....	v
Renaming Files or Folders .....	v
Deleting a File .....	v
The Folders Pane .....	vi
My Documents Folder .....	vii
Viewing Files and Folders on a Network .....	vii
Creating New Folders .....	vii
Renaming Files or Folders .....	vii
Deleting a File .....	vii
Closing Windows Explorer .....	vii
Organising and Prioritising .....	ix
Office Outlook Task List .....	ix
Backup Procedures.....	x
Backup versus Copy .....	x
Backup Software.....	x
Organisational Policies for Backing up Files.....	x
Protecting Data .....	xi
Unauthorised Access .....	xi
Data Storage.....	xi
Viruses and other Malware.....	xii
Protection against Malware .....	xii
Anti-virus Software .....	xiii
Using Manuals .....	xiv
Solving Operational Problems .....	xiv
Copyright .....	xv
Copyright in the Workplace .....	xv
Work Request Forms .....	xvi
Communication.....	xvii
Quality and Teamwork .....	xvii
Creating a Presentation .....	xviii
Step 1 – Determine Requirements .....	xviii
Step 2 – Arrange Information .....	xix
Step 3 – Create Presentation .....	xix
Step 4 – Rehearsal .....	xix
Step 5 - Presentation .....	xix
Step 6 - Evaluation.....	xix
On Screen Presentation.....	xx
Self-running Presentation.....	xx
Video.....	xx
Broadcast Slideshow.....	xx
Save to Web .....	xx
Other Delivery Methods .....	xx
Equipment.....	xxi
Consistency .....	xxiii
Use of Text .....	xxiv
Use of Colour.....	xxv
Use of Images/Multimedia.....	xxv

Presentation Plan.....	xxv
Presentation Plan.....	xxvi
Presentation Checklist.....	xxix

## **Practical PowerPoint**

Starting PowerPoint 2010 - Windows XP.....	1
Starting PowerPoint 2010 - Windows 7 .....	1
The PowerPoint Screen .....	2
Quick Access Toolbar .....	3
The File Tab.....	3
The Ribbon.....	3
Dialog Box Launcher .....	4
Key Tip Badges.....	4
ScreenTips.....	4
Opening a Presentation – Windows XP .....	5
Opening a Presentation – Windows 7 .....	6
More on Opening Spreadsheets.....	7
Protected View .....	7
Compatibility Mode.....	7
Viewing a Presentation.....	8
View Buttons .....	8
Slides/Outline Pane.....	8
View Buttons on the Ribbon .....	9
Rulers, Gridlines and Guides.....	10
Zoom.....	10
Backstage View.....	10
Printing a Presentation .....	11
Saving and Closing a Presentation.....	11
The Mini Toolbar .....	19
Formatting with the Ribbon.....	20
Paragraph Formatting .....	21
Spell Check.....	23
Exiting PowerPoint .....	27
Revision Exercises .....	27
Presenting Techniques.....	29
Slide Show Toolbar .....	29
Moving through a Presentation by Slide/Animation Sequence.....	29
Moving through a Presentation by Slide Title.....	30
Right Mouse Button.....	31
Pointer Options .....	31
Templates .....	33
Using Templates .....	33
Tables .....	36
Inserting a Table.....	36
Charts .....	38
Inserting a Chart.....	38
Pie Chart.....	40
Completing the Presentation .....	41
Page Setup .....	42
Creating Overhead Transparencies.....	42
Drawing.....	45
Drawing Lines .....	45
Drawing Circles .....	45
Moving Objects .....	46
Send to Back and Bring to Front.....	46
Selecting Objects .....	47
Grouping and Ungrouping Objects .....	47
More Shapes.....	48

Rotating and Flipping Objects .....	49
Deleting Objects.....	49
Copying Formats.....	50
WordArt.....	50
Clip Art.....	51
SmartArt Graphics .....	52
Organisation Chart.....	52
Cycle Diagram .....	55
Custom Animation.....	56
Animating Pictures .....	56
Animating Text.....	57
Additional Exercise.....	58
Slide Master .....	59
Handouts .....	60
Outline Pane.....	61
Printing an Outline.....	61
Notes Pages .....	62
Package for CD .....	63
Create a Video.....	65
Help .....	66
Search Button Options .....	67
Kiosk Presentation.....	68
Inserting a Hyperlink .....	68
Adding Action Buttons.....	69
Copying Action Buttons.....	70
Using the Action Buttons.....	70
Setting up the Slide Show .....	71
Agenda Slide.....	72
Additional Exercises.....	73
Handout Master .....	75
Notes Master .....	77
Templates and Slide Masters.....	78
Creating a Template.....	78
Using a Template.....	78
Editing a Template .....	79
Importing an Outline from Word.....	81
Importing a Picture.....	83
Copying a Picture from a Slide onto the Master Slide.....	83
Importing Excel Data.....	84
Additional Exercise.....	85
Importing Slides.....	86
Advanced Animation .....	87
Automating Object Animations .....	87
Chart Animation .....	89
Diagram Animation.....	90
Motion Paths.....	92
Advanced Timeline.....	93
Animation Triggers.....	94
Animation Tips .....	95
Slide Show Timings .....	95
Slide Show Transition Timings .....	95
Rehearsing Timings .....	96
Set Up Show.....	97
Running a Slide Show Without Timings.....	98
Using Sound .....	99
Using Sounds with Animations.....	99
Adding Sound to Transitions .....	101
Movies .....	102

Custom Shows ..... 103  
Presentation Broadcast ..... 105  
    Requirements for Broadcast Exercises ..... 105  
    Setting up and Delivering a Broadcast ..... 106  
Revision ..... 109  
Practice Assessment ..... 110  
Final Assessment ..... 113  
Index ..... 129