

**Duration: 1 Day**

## Description

During the course of this one-day class, participants will enhance text, use Outline view, and work with tables. In addition, students will also learn how to work with organisation and datasheet charts.

## Prerequisites

- PowerPoint Introduction

## Who Should Take This Course?

Professionals with a basic working knowledge of PowerPoint who want to learn about the software's higher level data enhancing and display capabilities.

## Objectives

- ✓ Enhance text.
- ✓ Use Outline view.
- ✓ Work with tables.
- ✓ Work with organisation charts.
- ✓ Work with datasheet charts.

## Outline

### Enhancing Text

- Using AutoCorrect, AutoFit, and AutoFormat
- Using the Style Checker
- Working with Multilingual Support
  - Setting up Office for Multiple Languages
  - Using Automatic Language Detection

### Using Outline View

- Working with Outlines
  - Switching to Outline View
  - Editing Slides in Outline View
  - Creating New Slides in Outline View
  - Modifying Slides in Outline View
- Printing an Outline

### Working with Tables

- Creating and Formatting Tables
- Customizing a Table
  - Changing Column Width and Row Height
  - Inserting Rows and Columns
  - Deleting Rows and Columns

### Working with Organisation Charts

- Creating an Organisation Chart
  - Deleting Boxes
  - Entering Text in an Organisation Chart
  - Adding the Organisation Chart to the Slide
  - Editing an Organisation Chart
  - Moving Boxes
  - Saving an Organisation Chart
  - Inserting a Saved Chart
- Adding Items to an Organisation Chart
  - Adding New Boxes to Organisation Chart Levels
  - Adding a Title to an Organisation Chart
- Formatting an Organisation Chart

### Working with Datasheet Charts

- Adding and Managing Charts
  - Adding Charts
  - Entering Data in the Datasheet
  - Formatting Numbers in the Datasheet
  - Deleting Columns and Rows
  - Inserting Columns and Rows
  - Adding the Chart to the Slide
  - Editing a Chart
- Modifying Charts
  - Changing the Data Series Orientation
  - Changing the Chart Type
  - Adding and Removing Gridlines
  - Adding and Removing the Legend
- Formatting Chart Objects
  - Changing the Font
  - Formatting Axes and Data Series
- Adding Items to Charts
  - Adding Chart Titles and Data Labels
  - Adding a Data Table