MONA SCHOOL OF BUSINESS & MANAGEMENT

THE UNIVERSITY OF THE WEST INDIES, Mona

COURSE OUTLINE

Programme: Appreciation Series

Course Title: Intermediate and Advanced Word and PowerPoint

SBSC 6502

Contact Hours: Six (6)

COURSE OUTLINE:

The aim of this course is to enhance and improve the basic knowledge and use of personal productivity software, generally available in software office suites, which include spreadsheet and word processing software. Participants should be able to use the knowledge from this module to enhance their documents. **Basic proficiency in Microsoft Word and PowerPoint is assumed.**

CONTENT:

Intermediate and Advanced Skills/Knowledge Areas to be covered

Microsoft Word – Intermediate

1. Working with Diagrams (SmartArt)

   - Creating and positioning a diagram
   - Using the text pane
   - Inserting shapes into a diagram
   - Promoting and Demoting shapes in diagram
   - Change a diagram's layout, colours and shapes

2. Working with Tables

   - Create tables
   - Insert columns & rows
   - Merge & split cells
   - Text direction & alignment
   - Create table styles

- Duplicate table column headings across pages

3. Working with Charts

- Insert a chart into a document
- Customize a chart, and save it as template
- Plot Excel data in a chart Formatting a chart
- Changing chart types
- Adding axis titles and labels

4. Use other Visual Elements

- Insert a cover page
- Inserting pictures
- Adding text and graphic watermarks
- Insert a symbol
- Building an equation and add it to the equation gallery
- Draw and manipulate shapes
- Insert a screen clipping

5. Printing

- Specific pages
- Duplexing
- Portrait vs. Landscape
- Paper size

Microsoft Word – Advanced

1. Other Text Techniques

- Adding hyperlinks
- Inserting text objects (text box, signature Line, fields, etc.)
- Adding Bookmarks and Cross References

2. Headers, Footers and Page Numbering

- Inserting header and footer
- Inserting Section Breaks
- Using different page numbering schemes

3. Reference Tools

- Adding Footnotes and End notes
- Creating and Modifying Table of contents

- Adding Citations and References

4. Collaborate on Documents

- Sending Documents Directly from Word
- Adding and Reviewing Comments
- Tracking and Managing Documents Changes
- Comparing and Merging Document Changes
- Password-Protecting Documents

5. Working in Word More Efficiently

- Working with Styles and Templates
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- configure auto-save options

Microsoft PowerPoint - Intermediate

1. Working with Slides

- Dividing presentations into section
- Rearranging slides and sections

2. Format Slides

- Applying themes
- Using different theme colours and fonts
- Changing the slide background
- Changing the look of placeholders
- Changing the alignment, spacing, size and look of text

3. Visual Enhancements

- Insert Picture and ClipArt images
- Inserting Diagrams
- Graphic formats
- Converting existing bullets into a diagram
- Inserting charts
- Inserting shapes
- Connecting shapes
- Adding transitions

4. Printing Presentation

- Previewing and Printing Presentation
- Preparing speaker notes and Handouts

Microsoft PowerPoint – Advanced

1. Working with tables

- Inserting tables
- Formatting tables

2. Configure Visual Elements

- Editing pictures
- Customizing Diagrams
- Formatting Charts
- Arranging Graphics
- Alt Text

3. Other Enhancements

- Adding WordArt Text
- Inserting Symbols and Equations
- Insert Screen Clipping
- Creating Hyperlinks
- Attaching the same hyperlink to every slide

4. Animation

- Using Ready Made Animation
- Customizing animation effects

5. Add Sound and Video

- Inserting and playing Sounds
- Inserting and playing Videos

6. Share and Review Presentations

- Collaborating with other people
- Broadcasting presentations
- Saving presentations in other formats
- Sending presentations directly from PowerPoint
- Password Protecting Presentations
- Adding and Reviewing Comments

MSBM CONSULTING

- Merging presentations versions

7. Create custom elements

- Creating theme colours and fonts
- Viewing and changing slide masters
- Creating slide layouts
- Saving custom design templates

8. Delivering presentations

- Setting up a presentation for delivery
- Adapting presentations for different audiences
- Setting up presenter view
- Recording presentations
- Saving presentations as videos

9. Customize PowerPoint

- Change default program options
- Customizing the ribbon
- Customizing the Quick Access Toolbar

METHODOLOGY:

The course material will be delivered through seminar presentations, case studies, and hands-on practice exercises to achieve the objectives.

Participants are expected to have the use of a computer/laptop during this module.

CERTIFICATION:

- Participants who achieve 50% or more on the required assessments will be issued a **Certificate of Achievement.**
- Participants who achieve less than 50% will be issued a **Certificate of Participation.**
- In addition, to be eligible for either certification, participants must be punctual and present at all sessions.