



Microsoft PowerPoint Advanced

Who should attend?

This course is suitable for anyone who has attended the Basic course or has a good knowledge of PowerPoint functions.

Course Aims & Objectives

The purpose of this course is to give delegates the confidence in using the essential features of PowerPoint to create the perfect presentation and to build on what was learnt in the Basic course.

By the end of this course delegates will be able to:

- Understand Slide Masters and Themes
- Work with animations and special effects
- Link PowerPoint to Excel and Word
- Understand working with Multimedia

Course Outline

- Working with Slide Masters and Themes
 - Formatting the Slide Master
 - Changing the Layout of the Slide Master
 - Creating your own Layout
 - Saving a Presentation as a Theme
 - Applying your Theme to a Presentation
 - Working with Multiple Themes
- Animation and Special Effects
 - Setting Slide Transitions
 - Applying a Custom Animation Effect
 - Modifying Animation Effects
 - Applying Multiple Effects to One Object
 - Setting Timings and Order
 - Using the Animation Painter (2010+ only)
 - Previewing a Transition or Animation Effect
 - Creating Action Buttons
- Working with other Programs such as Excel and Word
 - Import Data from Excel
 - Export your Presentation into Word
 - Saving your Presentation as a PDF
- Working with Multimedia
 - Inserting Audio
 - Playing Audio Files across Slides
 - Inserting Videos Saved Locally
 - Inserting Videos From the Web (2010+ only)
 - Trimming Audio and Video Files (2010+ only)
 - Playing Video Full Screen
 - Adding a Poster Frame to a Video (2010+ only)

- Preparing, Delivering and Distributing a Presentation
 - Setting up a Slide Show
 - Running a Slide Show and Using Slide Show Features
 - Embedding Fonts in a Presentation
 - Package for CD
 - Using the Presenter View
 - Setting Timings and Loop to a Presentation
 - Saving your Presentation as a Video and as a Show

Certification

Certificates of attendance will be awarded to delegates upon completion of the course.

Duration

1 day

Location

We can offer courses on company premises for a maximum of 8 delegates or upcoming open courses in your local area.