EXCELLENCE TRAINING

MICROSOFT POWERPOINT ADVANCED

BENEFIT:

This course is designed to provide attendees with a further understanding of managing PowerPoint presentations. This course will benefit anyone wishing to enhance their basic presentations for interactive shows, electronic and paper distribution as well as manage presentation branding.

OBJECTIVES:

On completion of this course, attendees will be able to create templates, colour schemes and master slides to ensure consistency for company branding. Users will be able to finish presentations with sophisticated animation and transition effects as well as package slide shows for distribution.

PRE-REQUISITES:

Attendees should have attended our PowerPoint Foundation course or have equivalent knowledge.

COURSE OUTLINE:

Reviewing Essential Skills

• Creating slides
• Managing text
• Inserting objects
• Running a slide show

Tables

• Creating a table slide
• Changing row height/column width
• Inserting/deleting rows/columns
• Applying borders and shading

Graphs

• Creating graphs i.e. column, pie
• Modifying and formatting graphs

Importing and Exporting

- Importing and exporting between Word and PowerPoint
- Importing and exporting between Excel and PowerPoint
- Inserting slides from other presentations

Working with Objects

- Drawing and modifying lines/shapes/text boxes
- Aligning objects
- Rotating & flipping objects
- Grouping & ungrouping objects

Templates and Masters

- Creating and modifying templates
- Working with slide masters
- Modifying backgrounds and colour schemes

Interactive Slide Shows

- Creating action buttons
- Inserting hyperlinks

Multimedia Automation

- Adding animated pictures
- Adding sounds
- Adding videos/movies
- Playing a CD

Transitions and Animation

- Adding slide transitions
- Using and changing preset animation
- Using custom animations

Presentation Skills and running a show

- Presentation tips – what to do and not do
- Rehearse timings
- Creating self running presentations

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 Hours