

PowerPoint Advanced 1 Day



Pre-requisites

To gain the most from this course, you need to have successfully completed the PowerPoint Essentials course or have a good working knowledge of the topics covered in that course, with the ability to produce basic presentations.

Description

Do you need to:

- Create engaging slideshows and presentations
- Print handouts, use slides and masters, import items from other programs
- Add animations
- Incorporate movie and sound clips

Aim

This course aims to provide you with the knowledge and skills to master the word processing, outlining, drawing, graphing, and presentation management tools. You will also learn how to master the Slide and Handout Masters; animate a presentation; add movies and sound.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Extend your knowledge and skills beyond the basics
- Use advanced techniques to create highly interactive presentations efficiently

Topics Covered

Key topics covered on this course include:

Creating Templates

- Create and Use Templates

Using the Slide Master

- Managing content and layouts
- Applying Multiple Slide Masters

- Applying two themes
- Headers/Footers in Side Master view

Using Notes & Handout Masters

- Handout and Notes Master Page
- Headers/Footers

Working with Graphics

- Aligning, duplicating and grouping objects
- Convert SmartArt to a list

Using Animation and Slide Transition Effects

- Slide Transition timing
- Apply Custom Animation Timing
- Animating Charts, SmartArt and Text

Hyperlinks in a Slide Show

- Creating Hyperlinks
- Inserting Action Buttons
- Creating a Custom Show

Movies and Sound

- Adding Sounds with action buttons and hyperlinks
- Adding Movies and Videos

Delivering a Slide Show

- Navigating a slide show
- Presenter View
- Rehearse and record timings

Collaborating and Proofing

- Adding comments
- Removing hidden data
- Protecting a Presentation

Creating Support Materials

- Saving in Other Formats
- Publish/Export/Share options



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