



PowerPoint Advanced

Who would benefit?

This course is for those who have experience of using PowerPoint and who want to make the most of the more advanced features. It is of particular use for those who need to design/update a presentation template for their department/organisation.

Objective

To give you practical use of the advanced features in PowerPoint, enabling you to create a template and offering tips on how to design a professional looking presentation.

Content

- Discuss your individual objective(s) for the workshop
- Revision of fundamental topics
 - Choosing and using the different slide layouts
 - Inserting content from various sources including Excel
 - Arrange and align objects on the slide
 - Format text/shapes/images using the contextual ribbons
 - Using SmartArt to create useful diagrams
 - Creating charts
 - Using slide sorter view
- Using multiple animation effects
 - Applying several animation effects to one object
 - Controlling the order of animation
 - Using motion paths
 - Controlling timing
- Slide masters, themes and templates
 - Editing, deleting and creating slide masters
 - Understanding how themes impact the presentation
 - Re-using slides from other presentations and how these impact the slide master
 - Adding your own background and objects to the slide master
 - Controlling slide numbering
 - Designing, saving and using your own template
- Using Hyperlinks effectively: hyperlink to other slides, to other presentations, to other applications, etc.
- Inserting multimedia: playing videos and sound files
- Tips when presenting
 - Presenter view
 - Handouts
 - Keyboard shortcuts for navigating when presenting
 - Annotating slides when presenting

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by PowerPoint Introduction