

Microsoft PowerPoint



Advanced

Duration: 1 Day

PREREQUISITES

A good, basic understanding of PowerPoint or completion of our Introduction to MS PowerPoint course.

BENEFITS

At the end of this course you will have a good working knowledge of PowerPoint basics.

- You will feel more confident using PowerPoint and be able to create a presentation from scratch.
- You will learn how to:
- Improve the format of your text
- Get to grips with importing and manipulating graphics
- Use the PowerPoint drawing tools, the chart and table design tools to make your presentation much more visually stimulating.
- Make modifications to your presentation before you learn how PowerPoint is used in a live presentation.

COURSE CONTENT

OVERVIEW OF CREATING POWERPOINT PRESENTATIONS WITH ANIMATIONS

WORKING WITH SLIDE MASTERS AND TEMPLATES

- Using Slide Masters in Blank Presentations
- Slide Master in Design Templates
- Changing Slide Masters
- Adding Animation To Masters
- Creating your own Design Template

HEADERS AND FOOTERS IN SLIDE SHOWS

MULTIMEDIA (USING MEDIA CLIPS)

CUSTOMISED SHOWS

USING MORE ADVANCED DRAWING TECHNIQUES

- Working With Edit Points

HYPERLINKS AND ACTION BUTTONS

- Create hyperlinks within presentation/ to external presentations & files
- Using Action Buttons
- Custom Views/ Slide Shows

INTERACTION BETWEEN POWERPOINT, EXCEL AND WORD

- Difference Between Embedded Objects And Linked Objects
- Inserting Excel Worksheets In PowerPoint
- Editing Data In An Embedded Object
- Adding A Word Table To PowerPoint
- Inserting A Slide From An Existing Presentation
- Inserting An Entire Presentation Into the current Presentation
- Inserting A Word Outline In PowerPoint
- Sending PowerPoint Slides To Word

POWERPOINT AND THE WEB

- Saving A Presentation As A Web Page

USING E-MAIL TO DISTRIBUTE A PRESENTATION

MACROS

- Assign Macros As Action Settings

CUSTOMISING POWERPOINT

- Customising The Quick Access Toolbar

VOICE NARRATION