

Duration:

1 day

Objectives:

This intensive hands-on course has been designed to provide delegates with a solid understanding of the advanced PowerPoint tools and design concepts. On completion of the course delegates will have the knowledge to create interactive and high level slide shows.

Pre-requisites:

Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Course Content:**Managing PowerPoint Files**

- File Management Tools
- Inspection & Checking

Working with Pictures

- Manipulating Pictures
- Formatting Pictures
- Managing Pictures

Drawing & using Shapes

- Inserting & editing shapes
- Using Smart guides
- Eye dropper tool
- Combine shapes
- Group shapes
- Save as picture

Setting up Slide Masters

- Master guides
- Creating a New Master
- Using Placeholders
- Using Slide Masters
- Using Hand-out Masters
- Using Note Masters

Advanced Charts & Diagrams

- Mixed Chart Types
- Adding Chart Trendlines
- Using SmartArt to create an Organisation Chart

Working with External Sources

- Embedding & linking Excel data
- Embedding & linking Word tables
- Importing & linking outlines from Word

Multimedia

- Embedding & streaming video files
- Editing video files
- Inserting & editing audio files
- Optimising & compressing media

Adding Interaction

- Action Buttons & Hyperlinks
- Linking to other applications

Animations

- Creating Custom Animations
- Motion Paths & Timing
- Using the Animation Painter

Recording

- Recording a slide show
- Creating a screen recording

Creating Advanced Types of Shows

- Setting up your Show
- Presenting your Show
- Presenter view
- Creating a Custom Show

Exporting

- Creating handouts
- Create a video
- Save as a slide show
- Burn slideshow to a disc

Reviewing Presentations

- Using Comments
- Reviewing a Presentation
- Advanced Presentation Techniques

Method:

Trainer-led course with hands-on experience.