

POWERPOINT INTERMEDIATE TO ADVANCED

DURATION

1 day

COURSE DESCRIPTION

This course is aimed towards those who have gained knowledge of building basic PowerPoint presentations who would like to explore PowerPoint in more depth.

The course explores building and editing slides of text, graphics, charts and diagrams. It also looks at creating and editing slide designs/themes using masters, and a thorough exploration of slide show features and animations.

CANDIDATE LEVEL

Candidates should have previous use of PowerPoint and be able to open, close and save presentations, add text and pictures and be able to print handouts, notes pages and slides.

COURSE CONTENT*

WORKING WITH TEXT SLIDES

- Enter text and bullets
- Change bullets & order of bullets
- Write text in columns
- Change line spacing

PRESENTATION GRAPHICS AND VIDEOS

- Insert and format pictures, compress pictures
- Insert and manipulate video files (resize, frame, edit playback, animation triggers)
- Align and Group objects
- Insert, edit and modify SmartArt graphics

SLIDE, TEXT AND OBJECT ANIMATION

- Apply slide transitions and alter the speed
- The animation pane
- Animate text, objects, charts and SmartArt
- Effect options
- Multiple animations on an object (e.g. entrance, emphasis and exit effects)
- Change animation order and duration

Timings: 9:30 am to 3:30 pm
or 9:00am to 3:00 pm

CHARTS

- Create, edit and format charts in PowerPoint
- Insert a chart from Excel

HEADERS AND FOOTERS

- Insert slide footer, numbering and date
- Header, footer and numbering on printouts

MASTERS AND TEMPLATES/THEMES

- Editing slide master and colour themes
- Creating your own master slide
- Save slide templates and themes
- Edit the handout and notes masters

FEATURES TO ENHANCE RUNNING A SHOW

- Action buttons
- Custom Shows and Setup Show
- Presenting a show
- Rehearse show (time permitting)
- Record narration (time permitting)

OTHER USEFUL FEATURES

- Reuse slides from other presentations
- Save presentation as a video
- Broadcast a show

* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.

FOR MORE INFORMATION OR COURSE BOOKING CALL: 07974 393502