

PowerPoint Advanced

Course Duration

1 Day

Objectives & Expected Outcomes

To be able to modify and create presentations with precision

To be able to use all of the PowerPoint tools at your disposal, including video and sound to create effective presentations

To be able to create handouts for a presentation

Link correctly with other Office packages, such as Word for outlines and Excel for Chart data.

To be able to create self-running presentations and understand fully the presenter view

Pre-Requisites

Delegates should be familiar with PowerPoint and ideally have attended the PowerPoint Introduction course

Subjects

Designing and Planning a Presentation

Style guidelines | Avoiding common pitfalls and errors | Design fundamentals

Working with Slides

Adding notes to a slide | Adding slides from other presentations | Using Slide Masters | Using multiple Slide Masters | Resetting Slide Masters | Smart Master-Level Guides | Using headers and footers | Changing the slide design using templates or themes | Theme Variations | Changing colour schemes | Customizing backgrounds

Adding Content to Slides

Creating charts and graphs | Changing chart types | Modifying charts and graphs | Linking Excel data to a PowerPoint presentation | Creating diagrams | Formatting diagrams | Creating organisation charts | Modifying organisation charts | Using Word Art | Importing outlines from Word | Linking to Word documents | Using Paste Special

Using Drawing Tools

Creating, resizing, moving, copying and formatting drawing objects | Applying shadows and other effects to drawing objects | Using the Arrange tools to layer objects | Using the Grouping tools to control multiple objects | Using guidelines to effectively position objects | Modifying the drawing grid

Working with Images and Pictures

Inserting, resizing, moving, copying and formatting ClipArt pictures | Inserting, resizing, moving, copying and formatting other graphical images | Re-colouring images | Obtaining Clip Art and other images from the internet Compressing images | Inserting Video | YouTube Videos | Inserting Sounds | Play Sound in Background

Automating Slideshows

Inserting hyperlinks to other documents, presentations and web pages | Creating hyperlinks from drawing objects and images | Adding action buttons | Creating actions from drawing objects and images | Inserting sound and movie clips into a presentation

Running a Slideshow

Running a simple slideshow | Using Slide Transitions | Animating slides | Using custom animations | Modifying custom animation timings and other effects | Motion Paths | Animating charts and diagrams | Creating a custom slide show | Running a custom slide show | Setting up a self-running presentation | Using timings | Presenter Mode | Slide Navigator | Zoom in on a Slide | Automatic Setup | Widescreen | Online Meetings | Comments | Work Together

Issuing a Presentation

Preparing a presentation for distribution | Packaging a presentation | Creating handouts from a presentation
