Microsoft PowerPoint Training
Microsoft PowerPoint Advanced

Who Should Do This Course?

This course is intended for current PowerPoint users who wish to extend their knowledge and skills beyond the basics. Upon completion of the course, students should be able to use advanced techniques to create highly interactive presentations efficiently.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

•   Certificate of completion
•   Training manual
•   12 months FREE email support
•   FREE class re-sit (if necessary)

About The Course

During this 1 day course, participants will learn to enhance their presentations with sound and video, diagrams, charts and animations, and import data from other programs. Instructors will also introduce techniques for improving productivity, such as colour schemes and templates.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

•   Create and work with tables
•   Create and work with charts
•   Insert and edit images
•   Edit inserted images
•   Create animations in a presentation
•   Insert video and sound clips and work with action buttons
•   Create and work effectively with themes
•   View and modify slide masters
•   Create and use custom templates
•   Set-up a presentation for a required presentation mode
•   Save and share your presentation in different modes

Content

Unit 1: Tables

•   Inserting a Table Using the Ribbon
•   Inserting Rows and Columns
•   Applying a Table Style
•   Merging and Splitting Cells
•   Adjusting Column Widths
•   Adjusting Row Heights
•   Resizing and Positioning a Table
•   Formatting Table Data
•   Aligning Table Data
•   Applying Borders
•   Applying Shading

Unit 2: Charts

•   Understanding Charts
•   Inserting a Chart Using the Ribbon
•   Changing the Chart Type
•   Chart Elements
•   Using Quick Layouts
•   Understanding Chart Buttons
•   Changing the Layout of Chart Elements
•   Applying a Chart Style
•   Understanding the Chart Format Panes
•   Formatting Chart Elements

- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts

Unit 3: Images

- Understanding Pictures
- Understanding Online Pictures
- Working With PowerPoint Designer
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album

Unit 4: Enhancing Images

- Understanding Picture Enhancements
- The Format Picture Pane
- Removing an Image Background
- Applying Colour Corrections
- Recolouring an Image
- Applying a Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping an Image

Unit 5: Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

Unit 6: Media and Action Buttons

- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

Unit 7: Themes

- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

Unit 8: Slide Masters

- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

Unit 9: Templates

- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Creating a Template From a Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

Unit 10: Setting Up the Show

- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

Unit 11: Saving and Sharing Presentations

- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device