

MICROSOFT POWERPOINT - ADVANCED

COURSE LISTING

Delegates should have completed a PowerPoint Introductory course prior to attending. Alternatively they should be familiar with features covered in the introductory course.

Duration: 1 Day

Overview of slide masters

- Create one or more slide masters
- Customise and apply a slide master
- Adding Headers & Footers
- Prevent a slide master from being deleted

PowerPoint templates v themes

- Applying a theme
- Customise a theme
- Save a theme
- Creating a Template
- Using a PowerPoint Template

Working with Outline

- Switching to Outline View
- Entering the Main Topics
- Adding Bulleted Items
- Reorganising Text in Outline View
- Importing outline text

Managing Your Presentation

- Hiding Slides
- Using Comments
- Password Protection
- Creating Hyperlinks
- Using Action Buttons
- Creating a Custom Show
- Running a Custom Show
- Creating an Agenda Slide and using Custom Shows

Transitions & Animations

- Guidelines for Shows
- Adding Transitions
- Applying Multiple Animation to an object
- Removing Animations
- Effect Options
- Animating Charts
- Advanced Effect Options

- Animation Triggers

Presenters View

- Overview of Presenter view
- Requirements for using Presenter view

Video Clips

- Inserting Video
- Inserting Online Videos
- Video Tools (Play, loop, trim, bookmarks)
- Optimizing Compatibility of your Videos
- Compressing Media
- Trouble playing or inserting media

Using Audio Clips - Sound

- Add an audio clip
- Preview an audio clip on a slide
- Audio Tools Tab
- Hide the audio clip icon
- Using narration in a slide show
- Record a narration before or during a slide show
- Record comments on a slide
- Set the slide timings manually
- Turn the slide timings off

Delivering Presentations

- Shortcuts to use during the Slide Show
- Annotating Slides
- Rehearse the Slide Show
- Voice Narrations
- Widescreen & Fullscreen

Sharing your Presentation

- Saving as a PowerPoint show
- Broadcast your presentation
- Save the show to the Web
- Turn your Presentation into a Video
- Package for CD