

Microsoft PowerPoint Advanced

Learn via: **Classroom/AFA**

Duration: **1 Day**

Overview

Microsoft PowerPoint provides a wealth of tools to help you deliver content in almost any situation. By taking advantage of the tools that PowerPoint has to offer you will be able to create presentations that not only stand out from the crowd, but also don't take up all of your time to create. By the end of the course you will be able to organise your content, create presentations quickly and with minimum fuss, enhance them with high impact visuals, and deliver dynamic presentations.

Target Audience

An existing Microsoft PowerPoint user, who is familiar with the basics of creating a presentation, and is able to convey information effectively in a simple way.

This course is suitable for anyone using PowerPoint 2010, 2013, 2016, 2019 or 365. If you're attending at a QA location, the course will be delivered on PowerPoint 2016.

Prerequisites

- Open a presentation
- Save a presentation
- Print a presentation
- Add new slides
- Run a slideshow
- Rearrange the order of the slides
- Apply basic text formatting
- Check the spelling within a presentation

What You Will Learn

- Reuse existing slides and manage content
- Work with graphics and manage objects
- Use multimedia to enhance a presentation
- Apply advanced formatting techniques
- Work with slide transitions and animations
- Configure and deliver effective presentations

Outline

Module 1: Reusing and managing content

- Reusing slides from other presentations
- Importing text outlines from Microsoft Word
- Working in Outline View
- Creating and managing sections
- Using hidden slides

Module 2: Graphics and objects

- Inserting screenshots and screen clippings
- Working with multiple shapes
- Merging shapes to create custom shapes
- Using grid and guides
- The Selection Pane
- SmartArt diagrams

Module 3: Multimedia and interactive elements

- Using hyperlinks and action buttons
- Working with video and audio
- Creating screen recordings
- Controlling multimedia playback

Module 4: Formatting a presentation

- Working with headers and footers
- Using slide Themes and variants
- Working with slide size

Module 5: Transitions and animation

- Adding and controlling slide transitions
- Applying and modifying animation
- Using the Animation Pane
- Working with animation triggers

Module 6: Delivering a presentation

- Configuring a multiple display device setup
- Setting up a slide show
- Working with custom slide shows
- Slide show pointers
- Keyboard shortcuts

Appendices (covered if relevant and time permits)

- Slide Masters and layouts
- Design tips
- Office Remote