

Advanced Microsoft PowerPoint

Learn via: **Classroom**

Duration: **1 Day**

<https://bilginc.com/en/training/advanced-microsoft-powerpoint-1458-training/>

Overview

This one day course builds on learners' existing knowledge and covers a variety of topics, from how to create slide decks quickly and more efficiently, work with graphics and multimedia elements to create striking presentations, special effects, and some of the more advanced presentation delivery tools PowerPoint has to offer.

Prerequisites

Learners should be existing PowerPoint users who are familiar with the basics of creating presentations using this powerful piece of software, and should be comfortable with common tasks such as working with files and copying and pasting of content.

What You Will Learn

- Reuse existing content and manage presentation content
- Work with some of PowerPoint's more advanced graphic and object tools
- Incorporate multimedia elements into a presentation
- Format presentations quickly and consistently
- Apply transitions and animation effects
- Control options for slide shows

Outline

Module 1: Reusing and managing content

- Reusing existing slides
- Importing an outline from Word
- Using Outline View
- Working with sections
- Using hidden slides

Module 2: Graphics and objects

- Screenshots and screen clippings
- Working with multiple shapes
- Using the gridlines and guides
- The Selection Pane
- SmartArt diagrams

Module 3: Multimedia and interactive elements

- Hyperlinks and action buttons
- Working with video
- Incorporating audio

Module 4: Formatting a presentation

- Inserting headers and footers
- Using presentation themes
- Slide sizing

Module 5: Transitions and animations

- Applying and managing slide transitions

- Working with animations

Module 6: Delivering a presentation

- Working with multiple display devices
- Using PowerPoint's Presenter View
- Setting up a slide show
- Working with custom slide shows
- Slide show controls