Microsoft PowerPoint Advanced Training

Duration: **1 Day**

BILGINÇ IT Academy
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Overview

This **one-day advanced course** is designed for existing PowerPoint users who want to improve their skills and create presentations more efficiently, professionally, and effectively.

Throughout the course, participants learn how to save time by reusing existing material, organise presentation content more effectively, and make use of PowerPoint's more advanced graphics and object tools.

The programme also explores how video, audio, and interactive elements can be incorporated into presentations, how consistent formatting can be applied more efficiently, and how transitions and animations can enhance presentation content. Participants also work with some of PowerPoint's more advanced tools for controlling and delivering slide shows.

Prerequisites

Participants should already have experience using the fundamental features of Microsoft PowerPoint.

Before attending, learners should be comfortable with tasks such as:

- Creating and editing basic PowerPoint presentations,
- Working with presentation files,
- Adding slides and content,
- Copying and pasting text and other content,
- Using common PowerPoint editing and formatting tools.

Who Should Attend

This course is particularly suitable for:

- Existing PowerPoint users who want to progress to a more advanced level,
- Professionals who need to produce polished and visually engaging presentations,
- Users who want to make the presentation creation process more efficient,
- PowerPoint users who want to work with multimedia, animation, and advanced presentation delivery tools.

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What You Will Learn

By the end of this course, participants will be able to:

- Reuse existing slides and manage presentation content more effectively,
- Work with advanced PowerPoint graphics and object tools,
- Incorporate video, audio, and interactive elements into presentations,
- Apply formatting more quickly and consistently,
- Apply and manage Slide Transitions and Animations,
- Configure Slide Show options,
- Use Presenter View and multiple displays to deliver presentations with greater control.

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Outline

Module 1 – Reusing and Managing Content

- Reusing existing slides in other presentations
- Importing an Outline from Microsoft Word
- Working with Outline View
- Organising longer presentations with Sections
- Using Hidden Slides
- Managing presentation content more efficiently

Module 2 – Working with Graphics and Objects

- Adding Screenshots
- Using Screen Clippings
- Working with multiple Shapes
- Organising and aligning objects
- Using Gridlines and Guides
- Managing objects with the Selection Pane
- Creating and modifying SmartArt Diagrams

Module 3 – Multimedia and Interactive Elements

- Creating and using Hyperlinks
- Adding interactivity with Action Buttons
- Working with Video
- Incorporating Audio into presentations
- Integrating multimedia elements into the presentation flow

Module 4 – Formatting a Presentation

- Adding Headers and Footers
- Working with Presentation Themes
- Maintaining visual consistency through themes
- Configuring Slide Size
- Selecting appropriate slide dimensions for different presentation requirements

Module 5 – Transitions and Animations

- Applying Slide Transitions
- Modifying and managing transition effects
- Working with Animations
- Configuring animation effects to support the presentation flow

Module 6 – Delivering a Presentation

- Working with multiple display devices
- Using PowerPoint Presenter View
- Configuring a Slide Show
- Creating Custom Slide Shows
- Working with Slide Show Controls
- Managing the presentation flow effectively during delivery

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