

Microsoft® PowerPoint Advanced

Duration One Day

About this course

This course is aimed at existing PowerPoint users who would like to improve the look of a presentation and/or speed up the way the presentation is created. You should have either attended the PowerPoint introductory course or be currently creating your own presentations.

The following list is a guide of what can be covered. The course is in workshop format the content of the course is flexible and dependent on the requirements of the group on the day.

Course Content

Creating a Presentation - Recap

- How to create a presentation
- How not to do it!
- Using Masters

Understanding Templates & Themes

- What is a template?
- What is a theme?
- Creating & using a template

PowerPoint Themes

- Applying a Theme
- Customising a Theme
- Creating a Custom Colour Scheme
- Customise Theme Fonts and Special Effects

Slide Masters

- What are Masters?
- Create and Customise a Slide Master
- Adding a placeholder to a Slide Master
- Applying a Theme and Background to the Master
- Adding Headers/Footers to the Master
- Preventing a Slide Master from being deleted
- Putting your logon on every slide using the Master
- Creating a Template

Outline View

- Working with Outline
- Reorganising Text in Outline
- Inserting Outline Text from other Programs

Managing a Presentation

- Hiding Slides
- Adding Drill Down Documents
 - Drilldown using Insert Object
 - Drilldown using Hyperlinks
- Using Comments
- Password Protecting a presentation
- Hyperlinks
 - To another slide in current or another presentation
 - To a file, Word or Excel
 - To a Web page
 - Creating an e-mail from a slide
 - Editing Hyperlinks
- Using Action Buttons
- Custom Shows
 - Breaking up a large show into smaller custom Shows
 - Running a Custom show
 - Creating an Agenda Slide

Presenters View

- Overview of Presenters view
- Requirements for using Presenters view
- Configure PowerPoint to use two monitors

Transitions & Animations

- Guidelines for shows
- Transitions – Adding and removing
- Animations
 - Applying the first animation to an object
 - Applying multiple animations
 - Animating Charts
 - The Animation Pane
 - Advanced Animation Options
 - Animation Triggers

Video Clips

- Inserting Videos, Linking & Embedding
- Linking to a Video on YouTube
- Video Tools, Loop, Trim, Preview and play a Video automatically
- Optimizing compatibility of videos

Sound

- Adding and working with Audio clips
- Record and add narration to a show

Running the Show

- Rehearsing the Show
- Running the show automatically
- Annotating the show as you run it & Saving the annotations

Sharing your Presentation

- Creating a PowerPoint Show
- Broadcasting your presentation
- Save the show to the Web
- Turning the presentation into a Video