Microsoft Powerpoint Advanced
Course Outline

Course Format: One Day
Max Capacity: 6 People

The aim of the course is to provide students with the knowledge to use PowerPoint to automate and enhance work, and to use many of the powerful presentation features PowerPoint offers.

The following outline is a guide to the topics that can be covered in the advanced course, however, the course content can be flexible depending on requirements.

A workshop section may be included to provide students with an opportunity to work through any previously created presentations, to consider new approaches or style enhancements.

Experience with PowerPoint and familiarity with the topics covered at Introductory level is required to benefit most from this course.

Course Content

- Review of Intro course
- Creating a Template
- Further work with Master Slides
- Create and save a custom Theme
- Colour Schemes
- Advanced Animation
- Creating Action Buttons
- Custom Shows
- Inserting Sound & Movie Clips
- Imported slides from another
- presentation
- Working with Sections
- Working with Zoom Slide
- Importing & Exporting Data to other
- Microsoft Applications

- Rehearsing & using Slide Timings
- Set up Slide Show settings
- PowerPoint Viewer
- Explore export options
- Create an interactive presentation
- Tips for shapes and graphics

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