

POWERPOINT ADVANCED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Using Multimedia

- ▶ Inserting Audio Files ★
- ▶ Using Video Files
- ▶ Automating Video & Sound Clips

Importing, Exporting, Linking & Embedding ★

- ▶ Linking & Embedding Copied Objects
- ▶ Creating a Presentation from a Word Document
- ▶ Inserting Slides from Other Presentations
- ▶ Creating Handouts in Word
- ▶ Exporting Presentations to Video

Tabs, Indents & Paragraph Spacing

- ▶ Indenting Text
- ▶ Creating & Using Tab Stops ★
- ▶ Aligning Text & Line Spacing

Working with Tables

- ▶ Creating Tables
- ▶ Inserting & Deleting Rows & Columns
- ▶ Changing Row Heights & Column Widths
- ▶ Formatting Tables
- ▶ Merging & Splitting Cells

More on Drawing Tools

- ▶ Arranging & Aligning Objects
- ▶ Grouping & Merging Objects ★
- ▶ Creating a Flowchart
- ▶ Custom Pictures ★
- ▶ Creating Photo Albums ★

Themes & Masters

- ▶ Customising Themes ★
- ▶ Working with Slide Masters ★
- ▶ Notes & Handout Masters ★
- ▶ Adding Headers & Footers ★

- ▶ Creating & Using Custom Templates ★

Animation, Hyperlinks & Actions

- ▶ Adding Animation
- ▶ Animation Timings
- ▶ Creating Hyperlinks
- ▶ Automating Slide Shows with Actions ★

More on Slide Shows ★

- ▶ Setting up a Slide Show
- ▶ Saving a Show
- ▶ Slide Show Options
- ▶ Rehearsing & Reviewing Timings
- ▶ Creating a Custom Show
- ▶ Organising Slides in Sections

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:

Those who are already working with PowerPoint who need to be able to create more complex presentations with sophisticated animation.

Learning Outcomes:

By the end of the session delegates will be able to produce animated presentations which include images, graphics and links to other applications or websites, and sophisticated animation effects including rehearsed timings.

Prerequisite Skills:

Delegates attending this course should be able to create simple animated presentations incorporating text, bulleted lists, charts and pictures.

★ Feature not supported in PowerPoint online