

PowerPoint Advanced

This course builds on the foundation skills covered in the PowerPoint Introduction course. You will learn advanced techniques for creating high quality presentations using text formatting, transition and animations, media files, Slide Masters and much more.

Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: Experienced. This course will suit you if you are familiar with PowerPoint and need to learn about transition and animations, media files, Slide Masters and Templates.

Prerequisites: You must have completed the MCI's PowerPoint Introduction course or have acquired the equivalent knowledge and skills.

Learning Outcomes

At the end of this program you will be able to:

- Create and work with tables and charts
- Insert and modify Images
- Apply Animations to presentations
- Use Media and Action Buttons
- Use and apply Presentation Themes
- Modify Slide Masters and create Templates
- Set up a presentation based on how it is to be delivered
- Save and Share presentation

Course Content

Tables and Charts

- Understanding tables
- Creating a table
- Formatting a table
- About charts
- Creating a chart
- Changing chart types
- Applying a chart style
- Changing the chart layout

Working with Pictures

- Pictures overview
- Using a picture placeholder
- Using the insert tab to insert a picture
- Inserting a picture from the clip art pane
- The selection and visibility pane
- Using the selection and visibility pane
- The format picture tab
- Recolouring a picture
- Changing the picture style
- Rotating and flipping
- Cropping and resizing a picture

Animation

- Applying simple animation to text
- Custom animation
- Applying custom animation to text and objects
- Motions paths
- Animating diagrams
- Applying slide transitions
- Changing custom animations

Media and Action Buttons

- Inserting a movie clip
- Inserting a sound clip
- Optimising and compressing media
- Inserting a linked media file
- Inserting action buttons

Themes Applying a theme

- Modifying theme colours
- Changing theme fonts

- Changing the slide background
- Saving a customised theme

Slide Masters

- Viewing the slide master
- Changing the master font
- Modifying bullets
- Inserting an image
- Inserting slide numbers

Templates

- Creating a custom template
- Inserting content
- Saving a custom template
- Using a custom template

Setting up the Show

- Self-running presentations
- Applying timings for a kiosk
- Using rehearsed timings
- Setting up the show for a kiosk
- Setting up a speaker-led show
- Creating a custom show
- Packaging presentations for cd

Saving and Sharing Presentations

- Packaging presentations for CD
- Saving a presentation as a PDF document or video
- Sending a presentation via email
- Broadcasting a slide show

- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware