

**PowerPoint Advanced - 1 day****Overview**

Learn the more advanced features of PowerPoint. By the end of this course, students will be able to create tables and charts; present, build and animate slide shows; work with Multimedia within a presentation and use PowerPoint with the Internet.

We use PowerPoint 2016 to train on.

**Prerequisites**

This course assumes you have a basic understanding of Windows and knowledge of PowerPoint to the level of our Introduction/Intermediate course.

**Exercises**

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

**Topics****Presentations**

- Understanding Electronic Presentations
- Applying a Theme
- Typing Text Into a Slide
- Saving a Presentation
- Inserting New Slides
- Typing Text Using the Outline Pane
- Inserting an Online Picture
- Presenting a Slide Show
- Printing Handouts
- Safely Closing a Presentation

**Preparing for Presentations**

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show

**Enhancing Images**

- Understanding Picture Enhancements
- The Format Picture Pane
- Removing an Image Background
- Applying Colour Corrections
- Recolouring an Image
- Applying a Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping an Image

**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

**Media and Action Buttons**

- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Online Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

**Slide Masters**

- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

**Templates**

- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Creating a Template From a Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

**Setting Up the Show**

- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self-Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

**Saving and Sharing Presentations**

- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device

**Importing Into PowerPoint**

- Understanding Object Linking and Embedding
- Copying Word Tables as Embedded Objects
- Inserting a New Excel Table
- Copying and Linking Excel Tables
- Copying and Linking Excel Charts

**Themes**

- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

**Tables**

- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

## **Charts**

- Understanding Charts
- Inserting a Chart Using the Ribbon
- Changing the Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Changing the Layout of Chart Elements
- Applying a Chart Style
- Understanding the Chart Format Panes
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts

## **Brilliant Presentations**

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