





PowerPoint

Advanced



Overview:

This course is designed existing users of PowerPoint who wish to learn and use the more advanced features of PointPoint to transform their presentations into powerful communication tools



Participants must have a solid knowledge of creating basic presentations in PowerPoint.

Who should attend:

This course is designed for experienced users of PowerPoint.

鑬 Benefits:

- Design professional presentations using advanced techiques
- Create custom animations, motion paths and triggers
- Add, edit and use video embedded into slides
- Deliver professional presentations using the Presentation tools
- Share presentations

🦇 Learning Outcomes:

- Design Master Slides for consistent professional formatting and output
- Create advanced animations
- Add impact with Motion Paths and Motion Path sequences
- Insert audio and videos
- Import, export and link data to and from other applications
- Create interactive presentations with hyperlinks and action buttons
- Use advanced slide show features to customise a slide show





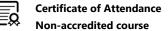




To book this course:

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Content:

* Master

- Using the Slide Master
- The Slide Master Ribbon Tab
- Custom Slide Layouts
- Handouts Master
- Notes Master
- Handout /Notes Master Ribbon Tabs

*Animation Techniques

- Animations
- Animations Group
- Types of Animations
- Preview Button

***** Motion Paths and Triggers

- Using a Motion Path
- Design custom motion paths
- Combining Motion Paths with animations
- Creating a motion path sequence

*Adding Multimedia to Presentations

- Organising media files
- Linking Media Files
- Using Audio in Presentations
- Adding and configuring audio
- Embedding and linking audio
- Using Video in Presentations
- Adding Online Video
- Using video from your computer
- Editing Videos
- Setting Video Options

*** Presentation Tools**

- Deliver an On-screen Presentation
- Custom Shows
- Basic Custom Shows
- Create and Manage Custom Shows
- Merge Your Presentation with Another
- Link a Custom Show
- Insert Sounds and Movies
- Voice Narrations
- Link and Embed Voice Narrations
- Presenter View
- PowerPoint Viewer

Share Presentations

- Share Presentations
- Publish Slides
- Save a Slide as a Graphic
- Windows Media Video
- Package a Presentation to CD /USB
- Open a Packaged Presentation
- Export a Presentation to Microsoft Word
- Using SkyDrive and Office web App

Design Principles

- Understanding Colour Relationship
- Background Colour
- Colour Purpose
- Using the Appropriate Colour for your Message