





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

✓ **Prerequisites:**
Participants must have a solid knowledge of creating basic presentations in PowerPoint.

 **Who should attend:**
This course is designed for experienced users of PowerPoint.

 **Benefits:**


- Design professional presentations using advanced techniques
- 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


 **Version(s):**
2013, 2016, 2019, 365

 **1 day**

 **Course times:**
9:00am-4:30pm



 **To book this course:**
Call: 1300-2-GO-CTS
Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

 **Certificate of Attendance**
Non-accredited course



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