

Rock Solid Training Course Profile

Microsoft PowerPoint Advanced

One Day Course

Who is this training course suitable for?

Our Microsoft PowerPoint Intermediate/Advanced course is suitable for those with a working knowledge of PowerPoint's basic features.

Prerequisites

A good, basic understanding of PowerPoint or completion of our PowerPoint Introduction course.

Benefits

On completion of this course you will be proficient in Microsoft PowerPoint. You will be able to use templates to build custom presentations and introduce much more stimulating graphical and animated content. We will show you how to use the advanced delivery options, customise your workspace and interrelate your presentation with both Excel and Word files.

Course Syllabus

Customising MS PowerPoint

Setting Options
Customising Toolbars

Controlling the Overall Look

Customising and Saving a Template
Modifying Masters
Headers and Footers

Working with ClipArt/Objects

Inserting ClipArt
Ungrouping/Grouping
Recolour
Flipping and Rotating
Ruler and Guides

Advanced Drawing Tips & Techniques

AutoShapes
Layers and Aligning
Flowcharts and Connectors

Creating and Customising Charts

Creating a Chart
Entering and Editing data
Copying Data from Excel
Different Chart Types
Custom Charts

Creating a Rolling Presentation

Slide Transition
Set Up Show
Save As PowerPoint Show

Creating Slide Show

Animation Effects
Transition Effects
Running a Slide Show

Packaging the Presentation

Pack and Go

Publishing to the Web

Publishing your Presentation

Using PowerPoint with Other Programs

Creating a Presentation from a Word Outline
Applying a Template

Hyperlinks

Creating Hyperlinks
Linking to Another Presentation in PowerPoint

Using Multimedia

Inserting Movie & Sound Clips into a Presentation
Animating Movies and Sounds

Additional ClipArt

Inserting Clip Art from the Internet
Copying & Saving from the Internet

Working with Different Views

Slide, Slide Sorter, Outline and Notes Page View

Running a Slide Show

Menu Options During a Slide Show
Shortcut Keys