

Microsoft PowerPoint

Advanced



 Duration: 1 day

 Ideal group size: 6-8 people

Course overview

The advanced PowerPoint course will build on your delegates knowledge. Delegates will learn to work with multiple presentations, enhance slides and add special effects as well as working with diagrams and charts. Delegates will be able to create slide decks and presentations quickly and more efficiently.

Topics covered

Reuse and manage content

- Reuse existing slides
- Use hidden slides
- Use outline view
- Work with sections
- Importing outline view
- Design and compatibility
- Linking and embedding

Control options for slideshows

- Linking and embedding
- Merging and comparing
- Hyperlinks
- Exporting
- Slide show controls
- Using multiple displays
- Presenter view

Multimedia, graphics and objects

- Inserting video
- Modifying video
- Screenshots and screen clippings
- Multiple shapes
- Gridlines and guides
- SmartArt diagrams
- The selection pane
- Advanced SmartArt

Transitions and animation effects

- Applying slide transitions
- Managing slide transitions
- Working with animations
- Basic zoom, growth and turn
- Expand, peek in and rise up
- Checkbox and line colour
- Disappear and fade out
- Create custom animations

Delivery methodology (Face-to-face or virtual delivery)

Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one

We also provide one-to-one 90 minute individual support workshops.

Tailored sessions

Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft PowerPoint – Basic
- Microsoft PowerPoint – Intermediate