

Microsoft PowerPoint

Intermediate



 Duration: 1 day

 Ideal group size: 6-8 people

Course overview

Now that your delegates have mastered the basics it is time to move on and create more advanced presentations and slides. They will learn to customise themes, create custom templates, modify videos and use multiple slide masters along with a variety of tools and layouts.

Topics covered

Formatting and pictures

- Change font, size and colour
- Apply text effects
- Change the case
- Align text
- Copy formatting
- Add multiple columns
- Change a picture
- Artistic effects
- Compress a picture
- Format painter

Enhance content and modify

- Linking to Excel
- 3D models
- Create custom shapes
- Convert smart art to shapes
- Modify video
- Record audio
- Video and audio options

Slide master, templates and themes

- Themes and templates
- Create custom layouts
- Work with slide masters
- View current layouts
- Edit a slide master
- Use a template
- Custom templates
- Theme colours and fonts
- Background styles
- Custom themes

Animations and tables

- Animate text
- Animate objects
- Using the animation painter
- Reorder animations
- Insert a table
- Format a table
- Import a table
- Add rows and columns
- Advanced picture corrections

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 – Advanced