

PowerPoint Advanced – 1 day



Course Objectives

Learn the more advanced features of PowerPoint. By the end of this course, students will be able to create tables, graphs and organisation charts, present, build and animate slide shows, work with Multimedia within a presentation, use PowerPoint with the Internet, customise toolbars and create macros.

Prerequisites

This course assumes you have gained a basic understanding of Windows. This course assumes knowledge of PowerPoint to the level of our Introduction/Intermediate course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the PowerPoint Introduction / Intermediate course and the PowerPoint Advanced course and with Practise you will be in a position to take the Microsoft Office Specialist Exam – PowerPoint Comprehensive. For more information on the Microsoft Office exams please call 01483 688488.

Revision

Working with Tables & WordArt

- Creating and Working with a Table
- Adjusting Column Width
- Adjusting Row Height
- Inserting & Deleting Rows & Columns
- Adding Borders to a Table
- Adding Shading & Patterns
- Inserting and Formatting a WordArt Object

Working with Graphs & Organization Charts

- Creating and Modifying a Chart
- Selecting a Chart Type
- Creating and Modifying Organisation Charts

Delivering Your Presentation

- Using Slide Transitions
- Animating Text & Objects
- Using Custom Animations
- Rehearsing Slide Show Timings
- Looping Presentations
- Creating a Custom Show
- Using the Pack & Go Wizard
- Using the Meeting Minder
- Using the Presentation Conferencing Wizard

Working with Multimedia

- Inserting Sounds
- Adding Voice Narration to Your Slides
- Inserting a Video Clip
- Creating a Custom Sound Track
- Automating the Multimedia in Your Presentation

Working with Other Programs & the Internet

- Inserting a Slide into a Microsoft Word Document
- Embedding a Microsoft Excel Worksheet into a Slide
- Modifying an Embedded Object
- Inserting a Linked Excel Chart
- Importing & Exporting an Outline
- Using Hyperlinks
- Using Action Buttons
- Using the AutoContent Wizard to Create a Web Page
- Converting a Presentation to a Web Page

Advanced Topics

- Adding, Positioning, & Removing Toolbars
- Customizing Toolbars
- Adding Comments to a Slide
- Customizing PowerPoint's Default Options
- File Properties & Finding a File
- Recording a Macro
- Playing & Editing a Macro