



Course Outline

Microsoft Office PowerPoint Advanced - 1 day

Microsoft PowerPoint Advanced is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

At the completion of this course you should be able to:

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats

Microsoft PowerPoint Advanced assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

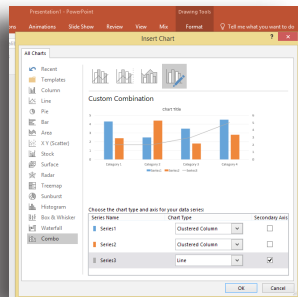
Contents

Tables

- Inserting A Table
- Applying A Table Style
- Inserting Rows And Columns
- Merging And Splitting Cells
- Resizing And Positioning A Table
- Formatting Table Data
- Applying Borders
- Applying Shading
- Adjusting Column Widths
- Adjusting Row Heights
- Aligning Table Data

Charts

- Inserting A Chart
- Changing The Chart Type
- Applying A Chart Style
- Changing The Chart Layout
- Chart Elements
- Modifying Chart Data
- Deleting Data Series
- Changing The Layout Of Chart Elements
- Formatting Chart Elements
- Working With Pie Charts



Images

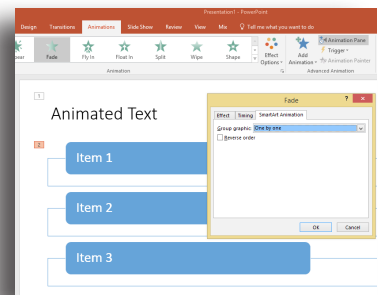
- Inserting A Picture
- Resizing An Image
- Positioning An Image
- Removing An Image Background
- Inserting Clip Art
- Rotating And Flipping An Image
- Cropping An Image

Editing Images

- Applying Colour Corrections
- Recolouring An Image
- Applying A Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Inserting A Screenshot
- Inserting A Screen Clip
- Creating A Photo Album

Animation

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting The Timing
- Animating SmartArt Graphics
- Applying Slide Transitions



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Media And Action Buttons

Understanding Media In PowerPoint

Inserting A Video Clip

Inserting An Audio Clip

Inserting A Clip Art Video

Optimising And Compressing Media

Inserting A Linked Media File

Understanding Action Buttons

Inserting Action Buttons

Themes

Understanding Themes

Applying A Theme

Modifying Theme Colours

Changing Theme Fonts

Changing The Slide Background

Saving A Customised Theme

Slide Masters

Understanding Slide Masters

Viewing The Slide Master

Changing The Master Font

Modifying Bullets

Inserting An Image

Inserting Slide Numbers

Templates

Creating A Custom Template

Customising The Design

Customising The Layout

Inserting Content

Saving A Custom Template

Using A Custom Template

Setting Up The Show

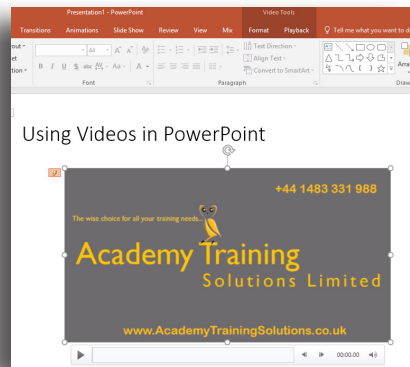
About Self-Running Presentations

Recording The Slide Show

Setting Up A Self-Running Presentation

Rehearsing Timings

Setting Up A Speaker-Led Show



Saving And Sharing Presentations

Packaging Presentations For CD

Saving A Presentation As A PDF Document

Saving A Presentation As A Video

Sending A Presentation Via Email

Broadcasting A Slide Show

Concluding Remarks

