

MICROSOFT POWERPOINT ADVANCED

Learn advanced skills for manipulating data and objects in PowerPoint.



Prerequisites

Participants will need to have attended or have a good working knowledge of the topics covered in the Microsoft PowerPoint Introduction course.

Expected outcomes

- Use Slide Masters for universal formatting.
- Insert and modify charts, SmartArt, tables, customised clip art and videos.
- Create motion paths and triggers for advanced animation.
- Import, export and link data to and from other applications.
- Create an interactive presentation using hyperlinks and action buttons.
- Use advanced slide show features to customise how a slide show is viewed.
- Create a show ready for online broadcast.

Slide masters

- view slide master
- modify slide master
- insert dates, times, slide numbering and logos
- format object area
- modify individual layouts

Notes and handouts

- notes master
- handout master

Inserting charts

- insert a chart
- work with the datasheet
- change the chart type
- size and move a chart
- chart styles and layouts
- format a chart
- edit chart data

Inserting SmartArt

- choose a SmartArt diagram
- add text
- add and delete shapes
- change SmartArt layout

- convert text to SmartArt
- create an organisation chart
- reset SmartArt

Tables

- insert and modify tables
- table styles and borders
- draw a table

Editing Clip Art

- insert the picture
- group and ungroup a picture
- change, add and remove parts of a picture

Video

- insert the video
- play normal view
- video tools
- format the video

Motion paths and triggers

- add a motion path animation
- add a trigger

Importing and exporting

- insert slides from other presentations and Word documents
- link an object in PowerPoint
- export data to Word

Hyperlinks and action buttons

- create and remove hyperlinks
- create buttons for an interactive presentation

Advanced slide shows

- create, run and edit a custom show
- set up a show
- slide show controls
- broadcasting a slide show
- record timings and narration

Package for USB drive

- copy to USB drive

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for the PowerPoint 2016 'power user' who would like to acquire more skills in manipulating data and objects.