

# 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 the slide master
- Modify the slide master
- Insert dates, times, slide numbering and a logo on all slides
- Format the 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 a table
- Modify the table
- Table styles and borders
- Draw a table

## Editing clip art

- Insert a picture
- Ungroup a picture
- Change parts of a picture
- Remove parts of a picture
- Add to the picture
- Group the picture

## Video

- Insert the video
- Play the video in 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
- Insert slides from a Word document
- Link an object in PowerPoint
- Export data to Microsoft Word

## Hyperlinks and action buttons

- Create and remove a hyperlink
- Create buttons for an interactive presentation

## Advanced slide shows

- Create a custom show
- Run a custom show
- Edit a custom show
- Set up a show
- Slide show controls
- Broadcast 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.