



Course Outline

Microsoft PowerPoint Advanced

Microsoft PowerPoint Advanced is designed for users who are already proficient in the basics of setting up and delivering presentations 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.

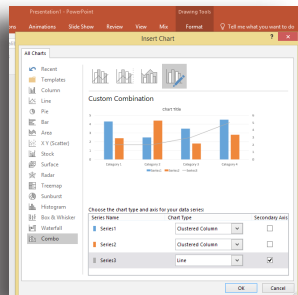
Contents

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

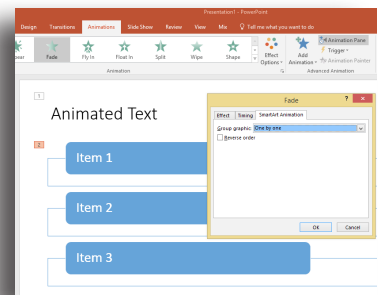
- Inserting A Picture
- Resizing An Image
- Positioning An Image
- Removing An Image Background
- Inserting Clip Art
- Rotating And Flipping An Image
- Cropping An Image

Editing Images

- Applying Colour Corrections
- 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
- Using MORPH



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Media And Action Buttons

- Understanding Media In PowerPoint
- Inserting A Video Clip
- Inserting An Audio Clip
- Inserting an Online 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

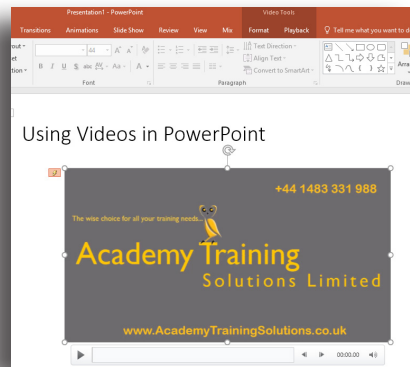
- Understanding Slide Masters
- Viewing The Slide Master
- Changing The Master Font
- Modifying Bullets
- Inserting An Image
- Inserting Slide Numbers

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

