



Microsoft PowerPoint Training

Advanced

Course Objectives

- Understand, insert and manipulate various graphic files including GIF, animated GIFs, JPG, BMP and WMF
- Create Charts, Tables and Organisational Charts
- Use advanced drawing tools to create complex diagrams
- Create presentation templates using master slides
- Incorporate sound and video in to the presentation
- Import and link data from other Microsoft applications
- Set and Use Animation and Build Effects when running the Presentation
- Run and Print the Presentation as well as creating notes in MS Word
- Create and run PowerPoint macros

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Introduction to Microsoft PowerPoint or have a good understanding of the basic features of Microsoft PowerPoint

Course Outline

Working with Graphics

- Inserting ClipArt
- Manipulate Clipart
- Image types
- The Picture Toolbar

Working with Charts

- Create a Chart
- Format a Chart
- Chart Types
- Chart Options
- Organisational Charts

Advanced Drawing

- The Drawing Toolbar
- Drawings Tips and Tricks
- Align Shapes
- Group Shapes
- Using Guides and Grids

PowerPoint Templates

- Applying a Design Template
- Working in the Master view
- Applying a Colour Scheme
- Applying a Background Colour
- Creating Templates
- Saving Templates
- Using Templates
- Effective Design Techniques

Multimedia

- Working with sound Files
- Working with Movie Files
- Working with Music CDs

Integrating MS Office

- PowerPoint and Word
- PowerPoint and Excel
- Creating Office Links

Preparing to Present

- Slide Transitions
- Set animation
- Apply Build Effects
- Running Your Presentation
- Presentation Tips
- Speaker View

Printing a Presentation

- Print Preview
- Print a Presentation
- Output to Word

PowerPoint Macros

- Understand Macros
- Create and Run Macros