Microsoft PowerPoint – Advanced

About this course

The advanced PowerPoint course is designed for participants who have covered both the beginner and intermediate courses. This course focuses on professional state of the art presentations that are designed to "wow" audiences. Participants will be able to maximize the full potential of PowerPoint.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Prepare professional diagrams and advanced chart features
- Use the PowerPoint multimedia options
- Use action buttons
- Link data to PowerPoints for complete organizational understanding
- Collaborate and share presentations
- Display presentations as video's and displayed on websites
- Understand what it takes to create the best ever presentation

Who should attend

Participants will ideally be existing users of PowerPoint. Participants who have not taken our Intermediate course will be asked to take a pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

.Course syllabus

Module 1: Introduction
- Recap on beginners and Intermediate topics
- Professional case studies and examples

Module 2: Enhancing Slide Shows
- Advanced Transitions & Animations
- Control Slide show looping
- Advance slides manually
- Slide show timings & Controlling a slide show

Module 2: Custom Slide Shows
- Creating and editing custom slide show
- Running a custom slide show

Module 3: Diagrams
- Advanced Organisation charts
- Cycle Diagrams
- Changing the SmartArt Style
- Pyramid diagrams

Module 4: Advanced Charts
- Customising charts
- Using images in chart columns and rows
- Formatting the plot and chart area using graphics
- Customising axis scales

Module 5: Multimedia
- Inserting a video and controlling playback
- Brightness, contrast and colouring a video
- Adding a poster to a video
- Video styles & Applying a video to a shape
- Video Special effects and looping
- Applying audio

Module 6: Advanced Animation
- Applying animation effects to text and graphics
- Animation triggers and custom effects
- Changing animation sequences
- Animating bullets and paragraphs
- Animating chart columns by series
- Animating SmartArt

Module 7: Action Buttons
- Introduction to Action Buttons
- Linking to a slide, URL, custom shows
- Linking to different files

Module 8: Linking and Embedding
- Linking data to a slide and displaying the data as an object
- Breaking a link
- Inserting a link to a picture file
- Embedding data into a slide & displaying it as an object
- Editing embedded data

Module 9: Merging and sharing presentations
- Merging slides from one presentation to another
- Merging a MS Word outline into a presentation
- Using the screenshot feature
- Sharing presentation, Sharing presentations online
- Sharing workspace, Collaborating online
- Converting a presentation to a video

Module 10: Personal Project
- Students will be asked to prepare a presentation based suitable for a work based scenario