



## Microsoft PowerPoint – Intermediate

### About this course

This intermediate PowerPoint course builds on the basics learnt in the beginner's course. Participants will learn how to prepare a slide master, work with design templates, sections, format pictures, graphics and auto shapes

Duration: 1 day

### Learning outcomes

Upon completion of this course participants will be able to:

- Use Slide Master to control the look of the presentation and create uniformity in slide shows
- Work with design templates that best represent your business
- Use pictures and graphics in your slides for advanced effectiveness
- Work with Auto shapes
- Perform a presentation using a slideshow

### Who should attend

This course is suitable for those who have completed our Beginners PowerPoint course or are using Microsoft PowerPoint and can easily complete basic functionality

Participants who have not taken our Beginners 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

- A recap of what was learnt in the beginners course

#### Module 2: Slide Master

- Using and Viewing slide master
- Create a new master layout
- Background styles
- Notes and Handout Master
- Saving a Master Slide as a Template
- Multiple Side Masters
- Inserting a slide master
- Editing a customized slide master

#### Module 3: Design Templates

- Applying a design template
- Modifying a design template
- Customising slide themes

#### Module 4: Sections

- Creating and naming sections
- Collapsing and expanding sections
- Reordering and removing sections

#### Module 5: Formatting pictures

- Applying artistic effects to pictures
- Compressing pictures
- Applying brightness and contrast
- Picture Styles
- Colouring pictures

#### Module 6: Graphics

- Displaying graphics horizontally and vertically
- Cropping and resizing graphics
- Saving a graphic as a picture file
- Applying a background graphic to a single slide and multiple slides
- Hiding background graphics

#### Module 7: AutoShapes

- Converting a SmartArt picture to an AutoShape
- Editing AutoShapes
- Setting AutoShape background colours, textures, transparencies and gradient colours
- AutoShape shape effects
- AutoShape defaults
- AutoShape format painter