

Intermediate/Advanced Microsoft PowerPoint

Duration: 1 Day

Venue: Cardiff

Book Today Create Professional Presentations

Overview

This training course will teach you how to create a more complex and technically sophisticated presentation from scanning in images to creating organisational charts. You will learn how to link to other documents, insert movies and make use of sounds and narration. You will also be shown how to customise PowerPoint and make your presentations secure.

Who should attend

This course is aimed at people with a working knowledge of how to use PowerPoint but want to make their presentations look and feel more professional by making use of some of PowerPoint's more advanced features.

Content

Introduction

- PowerPoint Environment
- Toolbars
- Different Views

Creating a Photo Album

- Create and Format a Photo Album
- Insert Photos from Scanner or File

- Choose a Frame Shape
- Rotate Shapes and Change Picture Order
- Adjust Picture Brightness and Contrast
- Insert Captions

Organisation Charts and Diagrams

- Insert an Organisation Chart
- Use Diagram Types: Cycle, Venn, Radial, Pyramid and Target
- Working with Diagrams: Insert, Delete, Change Direction and Autoformat

Embedding and Linking Objects

- The Drawing Toolbar
- Linking to other Documents Manually or Automatically
- Insert and Update Hyperlinks

Applying Custom Animation

- Object Animation
- Slide Transitions, Timings and Rehearsals
- Draw Motion Paths
- Create Custom Shows

Movies & Sounds

- Insert Movies, Sounds and Voice Narrations

Customising PowerPoint 2003

- Configuring PowerPoint Options: Save, Print and Security
- Spelling and Style Options
- Autocorrect and Autoformat Options
- Printing

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