

Microsoft PowerPoint Advanced



Course Overview

In this PowerPoint course, we go beyond the basics and explore PowerPoint's rich tools for creating an engaging visual experience. We begin with good design principles and see how we can develop our own themes and masters to create a unique look that's on brand.

We delve deep into the graphic tools to enhance existing images and create our own and then bring our presentations to life with advanced animation techniques, video and sound. Finally, we explore the latest features for setting up and exporting our shows for a great presentation experience.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

Course Objectives

- Create custom themes and slide masters
- Master working with graphics
- Use effective animation
- Manage large slide decks effectively

Course Outline

Design Best Practice

Good design principles
The design process
Colours & branding

Themes

Why themes are important
Eyedropper & adobe colour
Create a custom theme

Masters & Templates

Edit master slides
Create a new master layout
Update theme with masters
Re-use slides
Replace fonts
Work with templates

Advanced Image Editing

Advanced crop functions
Colour change
Remove backgrounds
Adjust transparency

Smart Art & Charts

Customise smartart
Create charts
import charts

Shapes & Icons

Work with selection pane
Merge, subtract and intersect
Advanced effects
Create infographics

Animation

Automated & synchronised
Animate charts & smartart
Motion paths
Animated gifs
Morph transitions

Audio & Video

Embed and trim video
Working with audio
Screen recording

Show Setup

Sections
Zooms
Custom shows
Automated shows

Sharing & Presenting

Managing size
Include cameos (365 only)
Save as show or video
Tips for presenting



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