



## **PREREQUISITES**

Delegates attending an Advanced Level Course should have attended the one day Microsoft PowerPoint Introduction Course or should have attained a similar level of expertise.

## **COURSE OBJECTIVES**

This one day course is designed for existing users of Microsoft PowerPoint who wish to use the advanced features such as Masters, Hyperlinking and Microsoft Office Integration.

## **MICROSOFT POWERPOINT ADVANCED – ONE DAY**

### **Course Content**

#### **Toolbars And Shortcuts**

- Floating Toolbars Vs. Docked Toolbars
- Customising Toolbars
- Creating Custom Toolbars
- Reviewing Toolbar

#### **Templates**

- Predefined Templates By Microsoft
- Design Templates
- Presentation Designs
- Modifying Existing Templates
- Understanding Title And Slide Masters
- Understanding Notes And Handouts Masters
- Copying Elements Between Presentations
- Looking At Different Layouts For Templates
- Creating Templates
- Creating Title And Slide Masters
- Saving Templates
- Updating Templates

#### **Presentation Design**

- Designing A Presentation
- Creating A New Presentation
- Creating Slide Backgrounds
- Changing Slide Backgrounds
- Hiding Backgrounds For Printing
- Customising Bullets
- Adding Logos
- Slide Colour Schemes
- Using The Colour Palette
- Headers and Footers

#### **Object Linking And Embedding (Microsoft Office Integration)**

- Cut / Copy / Paste Data Between Applications
- Copying Data Between Applications  
(Excel Figures Into PowerPoint)
- (Word Tables, Excel Spreadsheets And Charts)
- Embedding Data
- Linking Data
- Editing Links

#### **Charts**

- Using The Chart Wizard
- Changing Chart Types
- Editing Charts
- Formatting The Appearance Of Charts
- Updating The Data Of Charts
- Setting The Default Chart
- User Defined Charts
- Combination Charts
- Changing Chart Scaling
- Adding Trendlines To Charts
- Using The Drawing Toolbar

#### **Using Multimedia**

- Inserting Media Clips
- Adding Animation And Sound
- Adding Action Buttons
- Adding Hyperlinks

#### **Advanced Slide Shows**

- Creating A Slide Show
- Applying Transitions
- Using The Slide Show Set-Up Options
- Rehearsing Slide Show Timing
- Advanced Time Setting
- Changing The Order Of Slides
- Creating Summary Slides
- Running A Slide Show
- Using The Pack And Go Wizard

#### **Printing the Presentation**

- Different Page Set-Ups
- Print Dialogue Box
- Printing All Or A Range Of Slides
- Printing Black And White Slides Only
- Printing Slides Without Backgrounds For Proofing
- Printing Notes Pages
- Printing Handouts

#### **E-Mailing Presentations**

- E-Mail Menu / Toolbar Options