2 – DAY
MICROSOFT POWERPOINT
(INTERMEDIATE LEVEL)

Introduction

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. Also, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. At the same time, you also need to make it interesting, informative and memorable.

Microsoft® Office PowerPoint provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also do not consume all of your available time.

Course Objectives

By the end of this course, you will be able to:

- Customise design templates.
- Use ink to hand draw elements
- Add tables
- Add charts
- Work with media
- Build advanced transitions and animations
- Finalise a presentation
- Customise presentation navigation
- Secure and distribute a presentation

Methodology

- Training is hands-on using easy-to-follow step-by-step instructions
- Instructor-Led Training (ILT) on live exercises of each topic

Who Should Attend?

This course is intended for employees who have a foundational working knowledge of PowerPoint, who wish to take advantage of the application's higher-level usability, security, collaboration and distribution functionality

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Course Outline

MODULE 1: CUSTOMISING DESIGN TEMPLATES

- Modify Slide Masters and Slide Layouts
- Modify the Notes Master and the Handout Master
- Add Headers and Footers

MODULE 2: USING INK TO HAND DRAW ELEMENTS

- Draw Objects
- Write Math Equations

MODULE 3: ADDING TABLES

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

MODULE 4: ADDING CHARTS

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

MODULE 5: WORKING WITH MEDIA

- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

MODULE 6: BUILDING ADVANCED TRANSITIONS & ANIMATIONS

- Use the Morph Transition
- Customise Animations

MODULE 7: FINALISING A PRESENTATION

- Collaborate on a Presentation
- Annotate a Presentation
- Record a Presentation
- Set Up a Slide Show

MODULE 8: CUSTOMISING PRESENTATION NAVIGATION

- Divide a Presentation into Sections
- Add Links
- Topic C: Create a Custom Slide Show
- Securing and Distributing a Presentation
- Secure a Presentation
- Create a Video or a CD