



# Microsoft PowerPoint Advanced Workshop

Participants on this Microsoft PowerPoint Advanced 1 day interactive workshop will build on their existing knowledge of the fundamental principles of PowerPoint to work with Advanced Animation settings, Custom Shows and the Presenter View. You will discuss your own presentations and receive tips on fine tuning. Get involved in the discussion, participation is the key!

The course assumes you have a working knowledge of PowerPoint, however, people who are self-taught or currently working with slides created by others will also benefit from attending this course.

## Course Details

|              |  |
|--------------|--|
| Skill Level: | <b>Intermediate/Advanced</b>   |
| Duration:    | <b>One Day</b>   |
| Time:        | <b>9:00am – 4:00pm</b> (approx)                                      |
| Class Size:  | <b>6 students</b> (at Keystroke)<br><b>10 students</b> (Your Office) |

## Course Content

### Slide Masters

- Viewing Slide Masters
- Modifying Masters
- Working with Placeholders
- Adding Slide Numbers

### Advanced Animations

- Applying Custom Animations
- Using the Animation Pane
- Effect Timing
- Reordering Animations

### Combining Shapes

- Grouping Shapes
- Merging Shapes

### Photo Album

- Creating a Photo Album
- The Album Dialog Box

### Zoom

- Using Zoom
- Creating a Summary Zoom

### Rehearse Timings

- Setting up the Slide Show
- Rehearsing Timing
- Recording the Slide Show

### Action Buttons

- Adding Action Buttons
- Action Button Settings

### Custom Shows

- Understanding Custom Shows
- Creating Custom Shows
- Running Custom Shows
- Linking Custom Shows

### Presenter View

- About Presenter View
- Using Presenter View



*Great knowledge of advanced PowerPoint techniques.*

*Best outcomes were the relationship between PowerPoint and other Microsoft products.*

H. Nicholls