



Microsoft PowerPoint Advanced

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:	Intermediate / Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (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