

This course covers advanced formatting techniques, along with adding customised animation, working with slide masters, creating templates and setting up presentations to be presented in various formats.

Pre-Requisites

It is recommended that students have completed the PowerPoint Essentials course or have the equivalent skills and knowledge.

Duration

1 Day

Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Advanced Animation Options

- Speeds and Timing Options
- Using the Off-Slide Area
- Stacking Objects

Tables & Charts

- Create A Table
- Formatting a table
- Create A Chart
- Modifying Charts

SmartArt Diagrams

- The SmartArt Gallery
- Create A SmartArt Diagram
- SmartArt Tools

Organisation Charts

- Creating An Organisation Chart
- Editing Organisation Charts
- Adding Subordinates
- Changing Subordinate Layout
- Formatting Organisation Charts
- Adding An Assistant

Slide Masters

- Using Master Slides
- Viewing The Slide Masters
- Modifying The Master Font
- Modifying The Bullet Colour
- Changing The Bullet Shape
- Adding A Logo

Templates & Colour Schemes

- About Templates & Colour Schemes
- Creating A Blank Presentation
- Changing The Colour Scheme
- Adding Graphics
- Customising Bullets And Text Layout
- Creating A Template
- Creating A Greyscale Colour Scheme
- Using The Customised Template

Importing Into PowerPoint

- Copying & Linking Excel Tables
- Importing & Linking Excel Charts
- Importing Word Tables

Media & Action Buttons

- Inserting A Movie Clip
- Inserting Sounds
- Recording a Sound
- Playing a CD
- Action Buttons
- Creating Action Buttons
- Duplicating Action Buttons
- Creating AutoShape Action Buttons

Set Up Shows

- Setting Up Custom Shows
- Hyperlinked Custom Shows
- Set Up Show For Kiosk
- Set Up Show For Speaker
- Rehearsed Timings
- Package For CD
- Using the PowerPoint Viewer