

*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

### Text Techniques

- Text Pointers
- Text Layouts
- Adding Text Directly to a Slide
- Adding Speaker Notes
- Formatting Text
- Applying Simple WordArt
- Deleting A Text Placeholder

### Tables Charts & Diagrams

- Create A Table
- Charts
- Create A Chart
- Modifying Charts
- Create An Organization Chart
- Modifying Organization Charts
- The Diagram Gallery
- Create A Diagram

### Organisation Charts

- Creating An Organisation Chart
- Editing Organisation Charts
- Adding Subordinates
- Changing Subordinate Layout
- Formatting Organisation Charts
- Formatting Organisation Chart Branches
- 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
- Adding Slide Numbers

### Word Tables

- Inserting A Word Table
- Formatting A Word Table
- Entering Text In A Word Table
- Changing Column Width In A Word Table
- Adding Borders To Word Tables
- Adding Shading To Word Tables

### 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
- Action Buttons
- Creating Action Buttons
- Duplicating Action Buttons
- Creating AutoShape Action Buttons
- Assignment – AutoShape Action Buttons
- Testing Action Buttons

### Set Up Shows

- Applying Timings For A Kiosk
- Set Up Show For Kiosk
- Set Up Show For Speaker
- Rehearsed Timings
- Package For CD

### Modifying Charts

- Chart Elements
- Modifying Chart Data
- Modifying Chart Colour
- Deleting Data Series
- Modifying Chart Options
- Showing Chart Legends
- Modifying Chart Legends
- Adding Data Labels To A Chart
- Working With Pie Charts
- Modifying Chart Backgrounds