



Microsoft Powerpoint Intermediate/Advanced:

One day -Instructor-led

Introduction

In this course, you will create presentations with features that will transform basic presentations into those with a powerful means of communication. You will use Microsoft® Office PowerPoint® 2013 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences

Audience

This course is designed for students who are interested in learning the more advanced functions needed to create and modify Microsoft® PowerPoint® 2007 presentations and gaining the additional skills necessary to work with Creating Photo Albums, Using Diagrams and Organization Charts, Using Tables and Charts, Embedding and Linking Objects, Macros, Applying custom Animation, Using Movies, Sounds and Voice Narratives, Collaborating and Consolidating along with more Presentation skills.

Prerequisites

To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge:

- Microsoft Powerpoint 2003 / 2007 /2010 /2013 Introduction

Course Outline

USING MASTER PAGES

WORKING WITH SLIDE MASTERS

Understanding Slide Masters
Displaying the Slide Master
Inserting a New Slide Master
Inserting a Duplicate Slide Master
Understanding Title Masters
Inserting a New Title Master
Applying Multiple Slide and Title Masters to a Presentation
Preserving a Slide Master
Restoring Slide and Title Masters
Deleting Slide and Title Masters
Renaming a Slide Master
Exiting the Slide Master View

WORKING WITH THE HANDOUT MASTER

Understanding the Handout Master
Displaying the Handout Master
Showing the Slide Position on the Handout Master

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Showing the Outline Position on the Handout Master
Restoring the Handout Master
Exiting the Handout Master View

WORKING WITH THE NOTES MASTER

Understanding the Notes Master
Displaying the Notes Master
Restoring the Notes Master
Exiting the Notes Master View

PHOTO ALBUMS

- What is a PowerPoint Photo Album?
- Creating a Photo Album
- Reordering the picture sequence
- Rotating images within the Photo Album
- Modifying the picture layout
- Modify the frame shape
- Applying a theme to the Photo Album.
- Displaying your pictures in Black and White
- Adding captions to each picture
- Adjusting picture contrast and brightness

DRAWINGS AND PICTURES

DRAWING LINES AND SHAPES

Drawing a Line
Drawing an Arrow
Drawing a Rectangle
Drawing an Oval
Changing Fill Color
Changing Line Color
Changing Line Style
Changing Dash Style
Changing Arrow Style
Adding Shadow Style
Adding 3D Style
Resizing Objects
Moving Objects

USING AUTOSHAPES

Understanding AutoShapes
Using the AutoShapes Toolbar
Adding an AutoShape Line
Adding an AutoShape Connector
Adding an AutoShape Basic Shape
Adding an AutoShape Block Arrow
Adding an AutoShape Flowchart
Adding AutoShape Stars and Banners
Adding AutoShape Callouts
Adding AutoShape Action Buttons
Adding More AutoShapes

INSERTING PICTURES

Inserting online Images
Inserting a Picture from a File
Formatting Pictures

GROUPING AND UNGROUPING OBJECTS

Understanding Grouping Objects
Grouping Objects
Ungrouping Objects
Regrouping Objects
Layering Objects

ROTATING AND FLIPPING OBJECTS

Using Free Rotate
Rotating Objects to the Left or Right
Flipping Objects Horizontally or Vertically

ALIGNING OBJECTS

Understanding Grids and Guides
Displaying the Drawing Grid and Guides
Adjusting Guides
Aligning Objects
Aligning Objects Left to Right
Aligning Objects Top to Bottom
Distributing Objects Horizontally and Vertically
Nudging Objects

MEDIA CLIPS

- Supported media file formats
- Inserting a sound clip
- Modifying the sound clip volume level
- Controlling when the sound is played within a media clip
- Hiding a the sound clip icon
- Using a picture instead of the sound icon within a slide
- Inserting a movie clip
- Playing the movie full screen
- Insert Bookmarks
- Trim Media Clips
- Add Triggers to media clips

TABLES

- Inserting a table
- Applying a style to a table
- Cell background shading
- Adding table effects
- Adding 'Quick Styles' to selected text
- Applying borders to cells
- Deleting rows or columns
- Inserting rows or columns

SLIDE SHOW ANIMATION EFFECTS

- What are animation effects?
- Applying animation effects to text
- Applying animation effects to illustrations
- Custom animation
- Changing the sequence of animation within a slide
- Use Triggers
- Animating Charts & Diagrams
- Using Action Buttons

SLIDE SHOW MANIPULATION

- Inserting Action Buttons
- Setting Mouse over properties
- Practising slide timings
- Using slide timings
- Slide show looping options
- Hiding slides
- Displaying hidden slides
- Annotating slide shows
- Creating a custom slide show
- Editing a custom slide show
- Running custom slide shows

TEMPLATES AND SLIDE MASTERS

- Templates, Slide Masters and Themes
- Creating and saving a template
- Modifying a Slide Master
- Creating footers and inserting the date
- Handout and Notes Masters
- Modifying the Handout Master
- Modifying the Notes Master

SLIDE MANIPULATION

- Merging slides or complete presentations
- Merging a word-processed outline into a presentation
- Applying graduated background fill colours, texture & patterns
- Saving a slide in gif, jpeg or bmp format

MANIPULATING ILLUSTRATIONS

- Moving a graphic backwards or forwards
- Grouping and ungrouping objects
- Positioning a graphic relative to the slide
- Distributing selected graphics horizontally, vertically relative to a slide
- Converting a picture to a drawn object
- Controlling the display of background pictures on a slide

SHAPE FORMATTING

- Applying shape effects
- Applying (& repositioning) a shadow (of a specified colour) to a graphic
- Applying graduated background effects to a drawn object
- Applying a semi-transparent effect to a graphic
- Applying 3-D effects to a drawn object
- Further Shape style formatting options
- Using the Format Painter to apply styles to objects

PICTURE FORMATTING

- Applying picture styles
- Modifying contrast and brightness
- Re-colouring pictures

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- Cropping a picture
 - Re-scaling and rotating a picture
 - Resetting the image size
 - Rotating and flipping pictures
 - Setting picture shape
 - Converting a picture to a greyscale format
 - Saving a picture using a specific file format
 - Changing the colour depth of a picture

CHARTS AND FLOW CHARTS

- Creating a chart
- Changing the chart type
- Applying chart styles and layouts
- Creating a line-column on two axes / mixed chart
- Formatting the vertical axis
- Drawing a flowchart using built-in flowchart options
- Changing or deleting flowchart shapes within a flowchart
- Changing connector types between flowchart shapes

LINKING OBJECTS

- Linking an Excel chart into a PowerPoint presentation
- Updating a linked object
- Editing linked data within a presentation
- Converting a linked object within a slide to an embedded object
- Linking a picture from a file

PRESENTATION PLANNING AND DESIGN CONCEPTS

- Planning the right presentation for the right environment
- Physical issues leading to a successful presentation
- Design considerations
- Matching the presentation to an audience
- Colour issues within a presentation
- Using a storyboard and time-line

Please contact us for any further information <mailto:info@inspiringways.com>