

# POWERPOINT COURSES



## POWERPOINT ADVANCED

Learn how to create professional presentations by using themes, master pages, inserting and formatting charts, diagrams, tables, video and audio, creating advanced animations of text and objects.

### Level:

For advanced levels

### Prerequisites:

Basics of Windows (starting a program, maximising/minimising windows, closing a program, using the Windows file explorer). It is essential that students attending this course have a solid background of the basic functionalities of PowerPoint (creating a presentation, adding slides, changing the slides layout, adding text and graphic content, formatting this content. Please refer to the course outline PowerPoint level 1 for the full list of topics a student should be comfortable with).

### Audience:

Most suitable for people who need to create advanced presentations.

### Aim:

of this course is to create attractive, interactive presentations by using animations, effects on text, charts and other objects, action buttons, sound and videos. The student will also learn how to apply a consistent look to the presentation by using themes, master pages and templates. Time permitting, we will also look at tools to share the presentation online, package it in order to use it on other computers.

### Overview:

#### Module 1: Adding and Formatting

##### Advanced Content

- Smart Art
- Charts
- Videos
- Audio
- Creating a photo album
- Using the Outline
- Using tabs
- Using Presenter's pages
- Organizing and hiding slides

#### Module 2: Animating Slides

- Transition effects
- Text, charts and objects animations
- Timing and narration
- Setting up different play modes

#### Module 3: Creating Consistent Looks

- Colour schemes
- Font schemes
- Themes

#### Module 4: Master Pages and Templates

- Starting the show
- Navigating slides
- Using presentation tools

#### Module 5: Miscellaneous Tools

- Adding action buttons
- Broadcasting a presentation
- Packaging a presentation

### Venue:

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Full day