

# PerCom Solutions



## MICROSOFT POWERPOINT

- LEVEL:** ADVANCED
- DURATION:** 1 Day
- AUDIENCE:** Designed for people who have attended the Introduction course or have been using PowerPoint for some time and are happy using the basic features.
- OBJECTIVES:** On completion of the course delegates will be able to create presentations and slide shows to a higher standard, use more advanced formatting techniques as well as creating templates.

## COURSE OUTLINE

### Review of Basics:

- Creating Slides
- Basic Formatting
- The Drawing Toolbar
- Slide Shows
- Shortcuts

### Advanced Formatting:

- Changing the Template
- Formatting Bullets & Numbers
- Background Formatting
- Grouping & Ungrouping Objects

### Working With Masters & Templates:

- The Slide Master
- The Title Master
- The Handout & Notes Masters
- Formatting Masters
- Creating Templates

### Tables, Graphs & Organisation Charts:

- Formatting Tables
- Formatting Organisation Charts
- Formatting Graphs
- Changing Graph Types & Data

### Advanced Drawing Techniques:

- Grouping & Ungrouping Objects
- Working With Layers
- Adding Shadows & 3D Effects
- Changing Object Attributes
- Using Fill Effects

### Working With Pictures:

- Inserting Pictures into a Presentation
- The Picture Toolbar
- Cropping Pictures
- Formatting Pictures

### Linking:

- Inserting Hyperlinks
- Linking from other Applications

### Multimedia:

- Adding Sound to a Presentation
- Adding Movies to a Presentation

### Advanced Slide Show Techniques:

- Rehearse Timings
- Creating Custom Animation