

Actual vs Target	Actual	Target	Product	Brand	MS	MS	MS	MS

MS POWERPOINT ADVANCED

COURSE OUTLINE



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6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course caters to individuals who possess a basic understanding of Microsoft PowerPoint and seek to elevate their skills to an advanced level

Pre-Requisites:

Participants should have a solid foundation in PowerPoint, including familiarity with creating presentations and basic slide formatting

Course Objectives:

By the end of this one-day course, participants will have gained advanced proficiency in Microsoft PowerPoint, enabling them to create highly polished, interactive, and visually captivating presentations while leveraging sophisticated features and functionalities.

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- Review of Intermediate PowerPoint Functions:
- Quick recap of intermediate PowerPoint functionalities.
- Streamlining slide creation and formatting techniques.
- Advanced Slide Design and Layout:
- Customizing slide masters and layouts extensively.
- Incorporating advanced design elements (grids, guides, etc.).
- Multimedia Integration and Interactivity:
- Advanced multimedia handling (embedding, trimming videos, audio, etc.).
- Creating interactive elements using hyperlinks and actions.
- Advanced Animation and Transition Effects:
- Utilising advanced animation effects for objects.
- Seamless transition effects for professional presentations.
- Data Visualisation and Infographics:
- Creating advanced charts and graphs for data representation.



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- Designing infographics for engaging presentations.
- Advanced Collaboration Features:
- Incorporating interactive elements within the slide show.
- Customizing and using presenter tools effectively.
- Customizing navigation for non-linear presentations.
- Slide Show Interactivity and Navigation:
- Advanced Printing and Sharing Options:

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