



## Microsoft® PowerPoint | Course Outline | Advance Level

### Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

### Course aims and objectives

This course is designed to show delegates tools and techniques at the higher end of PowerPoint's capabilities. It should provide them with new skills and an in-depth awareness of the advanced features that it has to offer, maximising its full potential.

### Who should attend?

1. Users who have previously attended an intermediate level course
2. Competent self-taught users who would like to increase their knowledge and skills
3. Advanced users who need refreshing on PowerPoint's advanced tools and features

### Prerequisites

Delegates attending this course should have extensive previous experience using PowerPoint and should be able to create and manage a reasonable slide show.

### Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

### A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

- |                                          |                                             |
|------------------------------------------|---------------------------------------------|
| ● What makes a professional slide show?  | ● Saving in different file formats          |
| ● Planning for a successful presentation | ● Creating and using macros                 |
| ● Creating professional templates        | ● Importing slides from other presentations |
| ● Advanced animation options             | ● Creating and linking to a Custom Show     |
| ● Using video clips and sound            | ● Hyperlinks and action buttons             |
| ● Linking to other applications          | ● Slide show view – set up and timings      |
| ● Advanced use of objects and images     | ● Presenters view (2007 version only)       |

### Benefits to the individual and organisation

- ✓ Use PowerPoint at the highest level to create, manage and present slide shows
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again