

1 Day

Course Overview

Elevate your presentations with our 1-day Future Savvy PowerPoint Advanced course. Master custom templates, SmartArt, animations, and collaboration tools. Ideal for those with PowerPoint experience, ready to showcase design skills

Course information:

During this Advanced PowerPoint training course, our instructors will help you get up to speed with the more advanced selection of features to get a competitive edge and make presentations far more engaging. In this 1-day instructor-led training course, you'll learn how to change the PowerPoint environment, create customised design templates, work with SmartArt, add media and customised animations, collaborate on presentations, customise slide shows, and more.

The Future Savvy PowerPoint Advanced course is the perfect solution for PowerPoint users as you'll be able to take advantage of all the incredible features that will showcase your real design talents.

This hands-on PowerPoint Advanced course is run by experienced instructors, so you'll have the most up-to-date information and be able to start working with advanced PowerPoint immediately.

Course requirements:

Delegates should have proficient knowledge of Microsoft PowerPoint or should have attended all of the following courses (or similar) prior to this course:

- PowerPoint Introduction

Course Outline

1. Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint 365 Options

2. Customizing Design Templates

- Create and Manage Sections
- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

3. Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

4. Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

5. Collaborating on a Presentation

- Add Comments to a Presentation
- Review a Presentation
- Store and Share Presentations on the Web

6. Customizing a Slide Show

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

7. Securing and Distributing a Presentation

- Secure a Presentation
- Present a Slide Show Online
- Export Options