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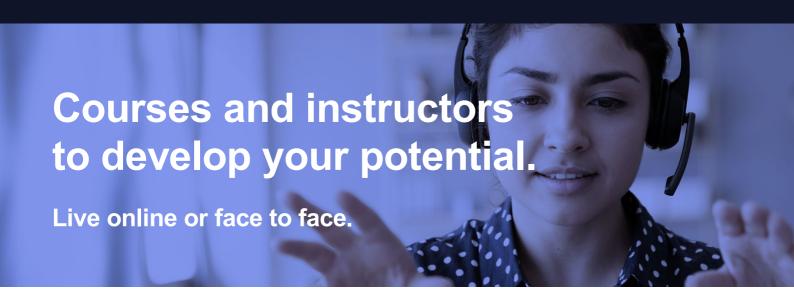
Microsoft Powerpoint Intermediate And Advanced

You will learn how to customise the PowerPoint application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

What will I learn?

LESSON 1

Modifying the PowerPoint Environment: Topic A Customise the User Interface - Topic B Set PowerPoint Options

LESSON 2

Customising Design Templates: Topic A Modify Slide Masters and Slide Layouts - Topic B Add Headers and Footers - Topic C Modify the Notes Master and the Handout Master

LESSON 3

Adding SmartArt and Mathematical Equations to a Presentation: Topic A Create SmartArt - Topic B Modify SmartArt - Topic C Write Mathematical

Key features

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✓ Fully certified trainer

✓ Get key skills and practical knowledge

✓ This course is available for groups and 1-2-1 live online

✓ Course materials included

✓ Recognised course certificate

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Equations

LESSON 4

Working with Media and Animations: Topic A Add Audio to a Presentation - Topic B Add Video to a Presentation - Topic C Customise Animations and Transitions

LESSON 5

Collaborating on a Presentation: Topic A Review a Presentation - Topic B Store and Share Presentations on the Web

LESSON 6

Customising a Slide Show: Topic A Annotate a Presentation - Topic B Set Up a Slide Show - Topic C Create a Custom Slide Show - Topic D Add Hyperlinks and Action Buttons - Topic E Record a Presentation

LESSON 7

Securing and Distributing a Presentation: Topic A Secure a Presentation - Topic B Create a Video or a CD