PowerPoint Advanced

Course Length: 3 Hrs

Take your PowerPoint skills to the next level and create impressive, interactive presentations which will engage an audience.

Learn how to save time, incorporate video, graphics and audio, use advanced animation, create customised templates, link content from the web, collaborate with colleagues and more.

Is this the right course for you?

This is the ideal course if you are already comfortable with PowerPoint and want to develop your skills to produce high quality, multimedia presentations.

If you are self-taught with PowerPoint and would like to learn fundamental skills, we recommend attending the PowerPoint Essentials course prior to attending PowerPoint Advanced.

Course Content

Shortcuts
Work at speed with PowerPoint
Learn how to
- Use the keyboard instead of the mouse for frequent commands
- Use smart tags to complete common tasks

Slide Masters, Themes and Templates
Create and customise slide masters, themes and templates for consistent slide design
Learn how to
- View the slide master within a presentation
- Edit a slide master to set the background, colour and font on all slides
- Add images to a slide master such as a company logo
- Create multiple slide masters
- Apply and edit colour themes used within a presentation
- Add and edit content within headers and footers
- Create a template for consistent design
- Edit an existing template

Graphics and Diagrams
Create engaging visuals to enhance a presentation
Learn how to
- Insert and edit shapes to create impressive graphics
- Use tools to size and position graphics precisely
- Group objects to simplify editing
- Create and edit diagrams using SmartArt
- Create charts to present statistics

Working with Video and Audio

Use video and audio clips to increase impact

Learn how to

- Embed a video within a slide
- Use various video editing tools
- Link to an online video
- Add audio such as music or narration and set audio playback options

Linking Content

Link content from other software and the web

Learn how to

- Copy and paste content from Excel and Word with ease
- Link content from Excel which is automatically updated in PowerPoint
- Create and edit tables to display Excel data
- Add hyperlinks to various files such as PDF's
- Add hyperlinks to relevant web pages

Working with others on large presentations

Simplify collaborating with colleagues when creating a large presentation

Learn how to

- Add, edit and delete comments within a presentation
- Combine revisions by multiple authors into one presentation
- Organise slides into meaningful sections
- Create customised shows for different audiences

More information

Feedback from trainees

The session was fantastic! The trainer was very enthusiastic and kept us all engaged throughout.

The trainer knew everything about PowerPoint and had great communication skills. Well worth it.

Suitable for all versions of PowerPoint

This course is suitable for all versions of PowerPoint, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of PowerPoint are also covered, from the oldest to the latest.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

PowerPoint Advanced is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from PowerPoint. If you would like to learn more about PowerPoint or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit **www.iq-it.co.uk**.