Microsoft Office PowerPoint Level 2

IS THIS FOR YOU?

This course is for anyone who can already create a presentation but wants to learn more about the advanced features in Microsoft PowerPoint.

AIMS AND OBJECTIVES

You will learn how to create and set up masters to work more effectively. You will learn how to add audio and video to a presentation, create and edit hyperlinks and publish the presentation using other file formats.

PRE-REQUISITES

Before starting this course, it is recommended that you take the Microsoft Office PowerPoint Level 2 course.

ABOUT THIS COURSE

Lesson One – Customising the PowerPoint Environment
- Customise the PowerPoint Interface
- Set Options for Working with PowerPoint

Lesson Two – Customising a Design Template
- Set up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

Lesson Three – Adding SmartArt Graphics to a Presentation
- Insert SmartArt Graphics
- Modify SmartArt Graphics

Lesson Four – Adding Special Effects to a Presentation
- Add Audio to a Presentation
- Add Video to a Presentation
- Customise Slide Component Animations

Lesson Five – Customising a Slide Show
- Create a Custom Slide Show
- Annotate a Presentation
- Add Hyperlinks and Action Buttons
- Record a Presentation
- Set Up a Slide Show to Repeat Automatically

Lesson Six – Collaborating on a Presentation
- Review a Presentation

Lesson Seven – Securing and Distributing a Presentation
- Convert a Presentation into a Video
- Package a Presentation
- Publish a Presentation to other File Formats
- Secure a Presentation

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**