

Meteor IT

Training Course Outline

Microsoft PowerPoint - Advanced

Duration: 2½ hours

Overview and pre-requisites

This course is intended for frequent users of PowerPoint who want to revise and refresh their existing intermediate-level skills and build on these to use advanced features, shortcuts, and more powerful techniques. The overall purpose is to enable users of the software to create presentations which have much greater impact and are easier to deliver effectively.

Collaboration with other people to create individual parts of a presentation is quite common, and the best way to do this is addressed in this course. Use of shortcuts and “best practices” will help to reduce the time spent in creating the slideshow, and allow more time to be concentrated on the all-important content.

Attendees should be very familiar with the core functions of PowerPoint; specifically, trainees should be confident with the following features:

- Using the different modes and views– slide editor, slide sorter, outline, slide show
- Adding new slides of an appropriate type, formatting text and bullets
- Adding visual content such as shapes, lines, arrows, text boxes and pictures
- Presenting and printing a slide show
- Changing the slide and title masters to change colour schemes and backgrounds
- Applying a design or layout to an existing slide or slides
- Move and copy slides, set up slide transition
- Understand the impact of large pictures or spreadsheets, and how to avoid problems

Specific topics to be covered

Advanced techniques which attendees will practise include:

- Setting up custom animation for all objects on a slide, choosing correct order, appropriate effects, automatic timing or mouse-clicks, previewing animation, etc.
- Linking multiple presentations to keep individual files more manageable
- Using hidden slides, looping and custom shows to determine what an audience sees
- Printing out slides with or without speaker notes and hidden slides, printing shows
- Editing the slide master and title master to change default animation styles for objects
- Creating templates with custom slide masters
- Automating slideshows using timings, saving as presentation slideshows (.pps)
- Using the pack-and-go wizard to distribute a presentation