

## About this course

This course covers the enhanced features of PowerPoint for more advanced users.

You'll learn how to work with images, charts and tables as well as adding animation, slide transitions and setting timings.

Also in this course, you'll learn to use and understand slide masters, themes and templates to ensure consistency (including corporate branding) throughout your presentations.

## Get in touch

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# POWERPOINT *Advanced*

## What you'll learn

### Tables

- Inserting a table
- Applying a table style
- Inserting rows & columns
- Merging & splitting cells
- Resizing & positioning a table
- Formatting table data
- Applying borders & shading
- Adjusting columns & rows

### Charts

- Inserting a chart
- Changing the chart type
- Applying a chart style
- Changing the chart layout
- Chart elements
- Modifying chart data
- Formatting chart elements

### Images

- Inserting a picture
- Modifying an image
- Inserting Clip Art
- Rotating and flipping images
- Cropping an image

### Editing Images

- Applying colour corrections
- Recolouring an image
- Applying artistic effects
- Inserting a screenshot
- Inserting a screen clip

### Animation

- Animating text & objects
- Applying multiple effects
- Applying motion paths
- Setting timings
- Animating SmartArt graphics
- Applying slide transitions

### Media & Action Buttons

- Inserting a video clip
- Inserting an audio clip
- Optimising & compressing
- Inserting action buttons

### Themes

- Applying a theme
- Modifying theme colours
- Changing theme fonts
- Changing the background
- Saving a customised theme

### Slide Masters

- Viewing the slide master
- Changing the master font
- Modifying bullets
- Inserting an image
- Inserting slide numbers
- Templates

### Custom Templates

- Customising the design
- Customising the layout
- Saving a custom template
- Using a custom template

### Self-Running Presentations

- Recording the slide Show
- Rehearsing timings

### Saving And Sharing

- Packaging presentations
- Saving as a PDF
- Saving as a video
- Sending via email

