Microsoft 365 - PowerPoint 2019 Advanced
1 Day Course

Overview

This course focuses on the advanced features of PowerPoint, including multimedia and template management. After attending this course you'll be able to produce more interesting, engaging, and meaningful presentations. Learning topics include: controlling global settings with slide masters and templates, applying effects such as transitions and timings, the use of multimedia and special effects, charts and packaging it all together.

Audience

Anyone needing to include multimedia to visually transforms their presentations into a powerful means of communication and those needing to upgrade their skills.

Course Objectives

At the end of this course, delegates will be able to design templates and work with multimedia to create professional looking presentations.

Prerequisites

Delegates should have attended our Introduction course or have equivalent knowledge.

Course Contents (1 day)

- Slide Masters
    - View and use the Slide Master
    - Notes Master Placeholders and Handout master
    - Insert dates, times, numbering and a logo
    - Formatting: Title area, Objects, Colours Headers/Footers
- Templates
    - Create Customised Presentations
    - Use Design Template on a slide/master
    - Apply Colour Schemes
    - Customisation of Slide Background
    - Apply, Save & Delete templates
- Slide Shows
    - The Slide navigator
    - Timings – Slide and Transitions
    - Hiding Slides
    - Customised Show and Loops
    - Create and use Hyperlinks
    - Action Buttons & Slide Finder
    - Action Controls to navigate a slide show
    - Summary & Agenda Slides

- Special Effects
    - Preset Animation Effects
    - Add Custom Animation Objects
    - Animation Timings & Charts
    - Multimedia Settings
    - Inserting Animated GIF's
- Audio & Video
    - Add Sounds & Video & Record narration
    - Add Bookmarks to video
    - Trim Audio/Video clips
    - Hyperlink to video on web sites
    - Add a Motion path animation and Trigger
- Custom Charts
    - Gridlines, Axes, Titles & Data Series
    - 3-d view, Explode pie charts
    - Import an Excel Chart - OLE
- Organisation Charts
    - Add Managers, Subordinates & Positions
    - Manipulate Boxes, Drawing & Format Lines
- Diagrams
    - Add, Modify and Format

- Present to a Wider Audience
  - Shared Workspace
  - Embed Fonts & Picture Compression
  - Package for USB
  - Viewer and Meeting Minder
  - Schedule an Online Meeting
  - Schedule and Start a Broadcast

- Export
  - Export Outlines, Notes & Handouts to Word
  - Save slides as graphics
  - Export to PDF, Colour Overheads or Prints

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.