

Course Content

PowerPoint Master Class

Overview

A three-day master class focusing on Presentation creation. Deliver your message in a Presentation to impress and amaze your audience. Create Presentations that are professional for both Management and Clients with dashboards to report on progress.

Duration - 3 Days

Prerequisite

The learner would have completed a PowerPoint Basic course or at least worked daily in the application for at least 3 years.

Foundational Understanding

- Navigating the Interface
- Understanding Different Layouts
- Working with Placeholders
- Using Different Views
- Using Different File formats

Working with Text

- Applying Font Options
- Applying Paragraph Options
- Copy formats using Format Painter
- Customising Bullets
- Customising Numbering

Working with Shapes

- Draw Shapes
- Resizing and Rotating Shapes
- Order Objects
- Group Objects
- Position Objects

Create a presentation

- Gather raw data
- Plan and Prepare
- Set out slides

Working with Illustrations and Objects

- Insert and modify Pictures
- Insert and modify Tables
- Insert and modify SmartArt
- Insert and modify Charts
- Link Tables from Excel
- Link Charts from Excel
- Insert Textbox
- Insert Organisation Chart
- Insert Word Art
- Insert Headers and Footers
- Insert Objects

Themes, Masters and Templates

- Working with Templates
- Working and creating Themes
- Working with Master Slides
- Setting up Templates

Animating Presentations

- Applying Transitions to Slides
- Animating Slide Objects

Slide Show Setup

- Run Slide
- Custom Slide Show
- Record Timings on Slides
- Using Presenter View

Advanced Features

- Create Chart Dashboards
- Import from Word Outline
- Reuse slides from other Presentations
- Create Handouts
- Create Video from Presentation
- Create a Photo Album