



## Microsoft PowerPoint - Advanced

### Course Aim

Learn PowerPoint's more advanced features to help create more dynamic and interesting presentations.

Learn how to manage slides in a presentation by hiding non-relevant slides from a particular audience.

Create and Animate Charts from Excel data.

Create basic Diagrams like Organisational Charts and other Diagrams.

Make use of PowerPoint's Table & Tab features to help content layout on slides.

Create Hyperlinks in a presentation

Link and Embed data in PowerPoint from any other Microsoft product.

Learn some advanced Animation effects to help captivate your audience.

### Course Prerequisites

Previous experience using Microsoft PowerPoint at a basic to intermediate level is a preferred prerequisite for this course.

### Course Duration:

One day: 9:00am - 4:30pm

### Inclusions:

Each participant will receive a comprehensive course manual. Exercise files are available to download from our web site.

### What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

#### Managing Slides & Slide Content

- Using Find / Replace
- Summary Slides
- Hide / Show Slides
- Add Slides from other Presentations
- Custom Shows

#### Charts

- Create a chart
- Importing Data from Excel
- Formatting Chart Objects
- Animate Charts

#### Diagrams

- Organisational Charts
- Pyramid, Radial, Target, Venn & Circle Diagrams

#### Tables

- Insert Tables
- Adding Data to a Table
- Add / Remove Rows & Columns

#### Tabs

- Setting and using Tabs
- Tab Types

#### Hyperlinks

- Links to other slides and Custom Shows
- Action Buttons

#### Object Linking and Embedding

- Paste as Link
- Embed Objects
- Update Links
- Paste Special Options

#### Animation

- Entrance, Emphasis, Exit and Motion Path Effects
- Customise Animation Options
- Multiple Animation Effects & Animation order

#### Slide Show

- Set Up Show
- Rehearse Slide Timings
- Saving a PowerPoint Show
- Custom Shows

#### Package a Presentation

- Copy a presentation and all the linked files and fonts