Microsoft PowerPoint 2021 Intermediate

Duration: 1 Day

This course has been designed for users who have a very basic knowledge of PowerPoint. Perhaps they can create a very simple presentation and would like to learn how to use more features.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Slides

- Slide layouts
- Chart slides
- Table slides

Working with the Presentation

- Slide views
- Deleting slides
- Moving slides
- Printing
- Re-use slides

Drawing Tools

- Slide layout for drawing tools
- Inserting shapes
- Formatting shapes
- Resizing and aligning shapes
- Grouping / ungrouping
- Merging shapes
- Eyedropper

Graphics

- Video slides
- Flowcharts

Presentation Comments and Review

- Inserting a comment
- Replying to a comment
- Editing and deleting comments
- Printing comments

Presentation Standards

- Slide backgrounds
- Design ideas
- Themes
- Templates
- Slide masters
- Headers and footers

Importing Data

- Importing Word tables
- Importing Word Outlines
- Importing Excel spreadsheets
- Importing Excel charts

Slide Show

- Transitions
- Animations
- Setting up the slide show
- Running the slide show
- Hiding slides
- Slide show annotations
- Slide timings
- Recording slide show
- Running PowerPoint shows
- Presenter view

Custom Shows

- Creating a custom show
- Running a custom show
- Action buttons