Microsoft PowerPoint 365 Advanced

Duration: 1 Day

This course has been designed for users who already have an understanding of PowerPoint but would like to improve their skills.

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.

Review

- Slide layouts
- Slide views
- Drawing shapes
- Photos and online pictures
- Design ideas

Sections

- Creating and managing slideshow sections

Graphics

- Video slides
- Flowcharts

Presentation Standards

- Slide backgrounds
- Themes
- Templates
- Slide Masters
- Headers and footers

Importing from Other Sources

- Importing a Word outline
- Importing slides using re-use
- Inserting slides from other presentations

Presentation Comments and Review

- Adding, using and hiding comments on a slide
- Printing comments

Slide Show

- Transitions
- Animations
- Setting up slide show
- Annotations
- Slide timings
- Recording the slide show
- Running as a PowerPoint show
- Presenter view

Custom Shows

- Creating a custom show
- Showing a custom show
- Managing a custom show
- Action buttons

Hyperlinks and Action Buttons

- Creating hyperlinks
- Action settings

Zoom
- Summary, section and slide zoom
- Customising zoom