

Microsoft PowerPoint – level 2 (Advanced) – 1 day

Do you have some experience with creating a PowerPoint presentation? If you are an advanced user of Microsoft PowerPoint, you can learn in this training how you can get even more out of the application.

Prerequisites for this course are knowledge of PowerPoint to the extent of the Level 1 course.

Content

Customize PowerPoint

- Customize the Ribbon
- Customize the Status Bar
- Set program options

A company standard

- Modify the Slide Master
- Modify themes
- Change the Footer
- Modify the Handout Master
- Modify the Notes Master
- Create a Template

Special effects

- Insert a Video film
- Insert an Audio fragment
- Partially play an Audio or Video fragment
- Insert a Screenshot
- Insert/Edit a Photo Album

Set up a Slide show

- Create a Custom Slide Show
- Use Rehearse Timings
- Use Presenter View
- Set up a shoe for at a kiosk
- Use a pointer during a slide show

Advanced possibilities

- Divide large presentations into sections
- Add comments
- Save as a PDF file
- Save as a Video file
- Save in SharePoint
- Package Presentation for CD
- Check compatibility
- Protect your presentation

For more information: www.westhaghe.com