

Microsoft PowerPoint Advanced

Do you have some experience with creating a PowerPoint presentation? If you are an advanced user of Microsoft PowerPoint we will take your skills to a higher level.

Course duration

The duration of the course is six hours completed in one day.

Audience and prerequisites

Prerequisites for this course is knowledge of the topics from our PowerPoint Basic course.

Summary

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