



## 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 this 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

- Customize 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 show 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