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# microsoft powerpoint

## Advanced

### PROGRAM OVERVIEW:

This course aims to give a presentation user an advanced understanding of Microsoft PowerPoint, building on the fundamentals & creative aspects of Microsoft PowerPoint. It's focused on the advanced structural aspects, animations & final presentation types with PowerPoint.

### LEARNING OUTCOMES

On completion of this course students should be able to:

- view and modify slide masters
- create and use custom templates
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode

### TARGET AUDIENCE:

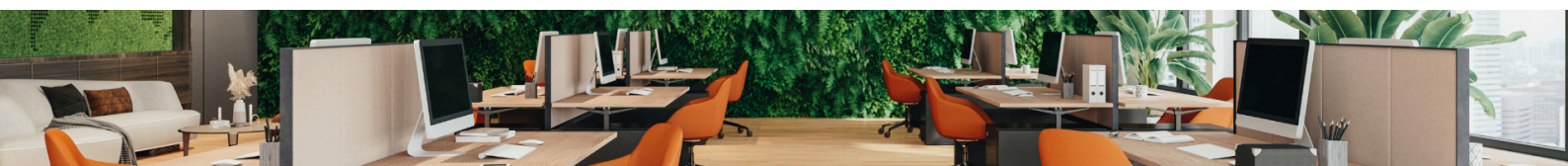
This course is designed for users who have an intermediate experience designing & creating presentations and required the more advanced aspects of Microsoft PowerPoint to ensure visually dazzling presentations.

### PREREQUISITES:

This course assumes some knowledge of working with Presentations or Microsoft PowerPoint. However, it would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### COURSE LENGTH:

- Half-Day



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### TOPICS:

#### Slide Masters

- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

#### Templates

- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Creating a Template From a Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

#### Media and Action Buttons

- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Online Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

#### Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

#### Show

- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

