

# microsoft powerpoint

## Intermediate

### PROGRAM OVERVIEW:

This course is intended to help all users get up to speed on many of the features found in PowerPoint and to become familiar with its more advanced selection of features. We will cover how to change the PowerPoint environment, create customised design templates, work with SmartArt, add media and customised animations, collaborate on presentations, customise slide shows, and more.

### COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, and it can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft PowerPoint 365: Introduction course. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

### TOPICS:

#### Modifying the PowerPoint Environment

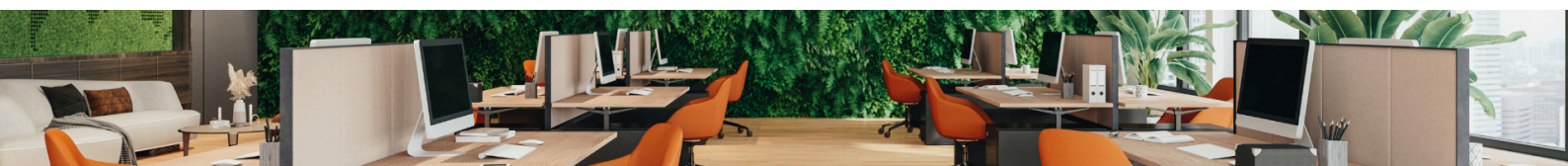
This lesson gives students a look at the PowerPoint environment and how to modify it. They will learn how to customise the user interface and how to set options.

- Customising the User Interface
- Setting PowerPoint 365 Options

#### Customising Design Templates

Making the most of the customisability of PowerPoint is the focus of this lesson, templates in particular. This lesson gives you a look at how to create and manage sections, modify slide masters and slide layouts, add headers and footers, and modify the notes master and the handout master.

- Creating and Managing Sections
- Modifying Slide Masters and Slide Layouts
- Adding Headers and Footers
- Modifying the Notes Master and the Handout Master



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### **Adding SmartArt to a Presentation**

SmartArt can add so much to any presentation and help bring it to life. This lesson shows how to create and modify SmartArt.

- Creating SmartArt
- Modifying SmartArt

### **Working with Media and Animations**

Media and animations are items that can be used to enhance presentations. This lesson looks at how to add audio and video to a presentation and how to customise animations and transitions.

- Adding Audio to a Presentation
- Adding Video to a Presentation
- Customising Animations and Transitions

### **Collaborating on a Presentation**

Sometimes a presentation is the work of many hands and this lesson covers some of the collaboration tools and how they can be used to review a presentation in a collaborative manner. You'll also learn how to add comments to a presentation, and how to store and share presentations on the web.

- Adding Comments to a Presentation
- Reviewing a Presentation
- Storing and Sharing Presentations on the Web

### **Customising a Slide Show**

Here's where you get a better grip on how to customise your slide shows. This lesson covers how to annotate a presentation, set up a slide show, create a custom slide show, add hyperlinks and action buttons, and record a presentation.

- Annotating a Presentation
- Setting Up a Slide Show
- Creating a Custom Slide Show
- Adding Hyperlinks and Action Buttons
- Recording a Presentation

### **Securing and Distributing a Presentation**

This course wraps up with the security and distribution of a presentation. You'll learn how to secure a presentation, present a slide show online, and about different exporting options for presentations.

- Securing a Presentation
- Presenting a Slide Show Online
- Exporting Options

