



Microsoft PowerPoint Training

Microsoft PowerPoint 2013 Advanced

Who Should Do This Course?

This course is intended for current PowerPoint users who wish to extend their knowledge and skills beyond the basics. Upon completion of the course, students should be able to use advanced techniques to create highly interactive presentations efficiently.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this 1 day course, participants will learn to enhance their presentations with sound and video, diagrams, charts and animations, and import data from other programs. Instructors will also introduce techniques for improving productivity, such as colour schemes and templates.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- create animations in a presentation
- insert video and sound clips and work with action buttons
- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- set-up a presentation for a required presentation mode
- save and share your presentation in different modes

Content

Unit 1: Tables

- Inserting A Table
- Applying A Table Style
- Inserting Rows And Columns
- Merging And Splitting Cells
- Resizing And Positioning A Table
- Formatting Table Data
- Applying Borders
- Applying Shading
- Adjusting Column Widths
- Adjusting Row Heights
- Aligning Table Data

Unit 2: Charts

- Inserting A Chart
- Changing The Chart Type
- Applying A Chart Style
- Changing The Chart Layout
- Chart Elements
- Modifying Chart Data
- Deleting Data Series
- Changing The Layout Of Chart Elements
- Formatting Chart Elements
- Working With Pie Charts

Unit 3: Images

- Inserting A Picture
- Resizing An Image
- Positioning An Image
- Removing An Image Background
- Inserting Clip Art
- Rotating And Flipping An Image
- Cropping An Image

Unit 4: Editing Images

- Applying Colour Corrections
- Recolouring An Image
- Applying A Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Inserting A Screenshot
- Inserting A Screen Clip
- Creating A Photo Album

Unit 5: Animation

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

Unit 6: Media and Action Buttons

- Understanding Media In PowerPoint
- Inserting A Video Clip
- Inserting An Audio Clip
- Inserting A Clip Art Video
- Optimising And Compressing Media
- Inserting A Linked Media File
- Understanding Action Buttons
- Inserting Action Buttons

Unit 7: Themes

- Understanding Themes
- Applying A Theme
- Modifying Theme Colours
- Changing Theme Fonts
- Changing The Slide Background
- Saving A Customised Theme

Unit 8: Slide Masters

- Understanding Slide Masters
- Viewing The Slide Master
- Changing The Master Font
- Modifying Bullets
- Inserting An Image
- Inserting Slide Numbers

Unit 9: Templates

- Creating A Custom Template
- Customising The Design
- Customising The Layout
- Inserting Content
- Saving A Custom Template
- Using A Custom Template

Unit 9: Setting Up the Show

- About Self-Running Presentations
- Recording The Slide Show
- Setting Up A Self-Running Presentation
- Rehearsing Timings
- Setting Up A Speaker-Led Show

Unit 10: Saving and Sharing Presentations

- Packaging Presentations For CD
- Saving A Presentation As A PDF Document
- Saving A Presentation As A Video
- Sending A Presentation Via Email
- Broadcasting A Slide Show

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**