IBEX
EDUCATION

Microsoft PowerPoint   Advanced

One Day Course

OVERVIEW

In a tutor-led environment delegates will use Microsoft PowerPoint to build on existing knowledge of slide show production to enhance their presentations and create professional standard presentations.

Each delegate will have an opportunity to use their own examples and time during the session to use new learning on their own work.

Features Covered:

Introduction
PowerPoint tips & tricks.
Review of introductory topics.

Working with Templates
Create your own templates.
Work with design templates.

Create Graphs, Diagrams & Tables
Create a table & edit a table.
Insert organisational charts & built-in diagrams.
Insert tables & import data from Excel.
Smart art.

Interaction with other Office Applications
Insert Office objects & link between applications.
Import outlines from Word, export outlines & slides to Word.

Additional Features
Hide slides.
Custom shows & print options.

Collaborate in PowerPoint
Protect presentations.
Work with comments.
Revision copies & review changes.

Deliver a Presentation
Rehearse timings, set-up show, in-show tools & loop a presentation.

AUDIENCE

This advanced instruction will benefit delegates who wish to work with special effects and custom their slideshows to give dynamic and visually appealing presentations. The skills will offer a powerful means of communication and avoid the production of the ordinary.

Please advise us which version of PowerPoint is used as there are cosmetic differences between versions.

OBJECTIVES

After completion of the course delegates should be able to:

- Create presentation templates and PowerPoint shows
- Work with master slides
- Apply animations and transition effects to slides
- Add movies, sounds, action buttons and hyperlinks to presentations
- Customise PowerPoint and work with other applications

PREREQUISITES

Delegates should already have experience of using PowerPoint to create basic presentations at the level of our PowerPoint introductory course.

Although it is not necessarily required to be delivering presentations themselves, they should have an appreciation of the issues and techniques involved from a presenter's viewpoint.

COURSE FEE: £285 per person (includes course notes & refreshments)
To make a booking and for all enquiries:
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W: www.ibexeducation.com