

## **PowerPoint Advanced**

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Introductory course or gained similar knowledge in the workplace.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### **Working With Masters**

working with slide masters • including an object on every slide • hiding master background objects • making a slide different from the master

### **Colour Schemes**

parts of a colour scheme • choosing a colour scheme • saving modified colour schemes • changing colour schemes

### **Advanced Slide Shows**

adding action buttons • timing a slide show • advanced animations • using meeting minder (2000 & XP only) • inserting sounds • inserting movie clips • taking notes

### **Working With Wordart**

creating Wordart text • formatting Wordart • changing Wordart shapes

### **Working with Microsoft Graph**

adding data to Microsoft Graph • working with data in the datasheet • working with charts • selecting a chart type • formatting charts • customising charts • creating custom chart formats

### **Linking With Other Applications**

create slides using a Word document • creating a Word document from a PowerPoint presentation • inserting a Word table in a presentation • using Excel charts in PowerPoint

### **Drawing & Modifying Objects**

drawing straight lines • drawing arrows • drawing autoshapes • creating freeforms

### **Customising PowerPoint**

working with macros • assigning macros to buttons & menus • changing an existing design template • creating comments • creating templates