

PowerPoint Advanced (full day)

Level 3.0

Course outline

PowerPoint Advanced (full day) is an ideal course for people who have Intermediate level skills in PowerPoint and wish to become expert users and create exceptional quality presentations.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Adding tags and other properties to the file
- Adding narration and timing to a presentation
- Advanced text / object animations
- Creating customisable presentations
- Repeating common tasks with macros
- Advanced layout and animation design
- Broadcasting presentation over the internet
- Creating interactive action buttons
- Turning on and using the “Presenter view”
- Comparing presentations
- Editing shapes
- Creating new layouts

and much more including our T7 Tips and Tricks section.

Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *PowerPoint Intermediate* such as working with the master slide, adjusting slide layouts, using SmartArt, working with bullets and numbering, using placeholders and creating basic object / slide animations. If you are not familiar with these skills, you will need to attend and complete *PowerPoint Intermediate* prior to attending *PowerPoint Advanced*.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/PowerPoint

Further study

Presenting PowerPoint is a half-day course covering presentation skills and presentation structure.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au

or visit www.T7.net.au

