

Microsoft PowerPoint: Intermediate / Advanced

PowerPoint Training Series |

Course Details

Microsoft® PowerPoint® Versions: 2010 | 2013 | 2016 | 2019 | 365 (Windows)
Delivery Methods: Instructor-led classroom (ILC) |

Course Overview

Make your PowerPoint presentations stand out and learn lots of time-saving strategies during this hands-on course. Students will create presentations using outlines, built-in and custom themes, custom masters and templates. Images, drawing objects, SmartArt, tables and charts will be inserted on slides and formatted in various ways. Many different types of animations and transitions will be applied and participants will run slide shows using different techniques. Videos, sounds and hyperlinks will also be added to presentations to bring them to the next level. Throughout this course, the instructor will include numerous tips, tricks and shortcuts.

Prerequisite: Microsoft PowerPoint: Introduction or equivalent knowledge and skills.

Course Topics

Key PowerPoint Concepts

- Using PowerPoint's different views
- Rearranging a presentation in the Slide Sorter and Normal view
- Creating slides with different layouts
- Resetting layouts
- Navigating and selecting using keyboard shortcuts

Customizing PowerPoint

- Customizing the Quick Access Toolbar and adding custom buttons
- Setting important PowerPoint options

Working with Themes

- Applying themes to presentations
- Using font, color, effect and overall themes
- Understanding the difference between themes and templates
- Importing a theme from another presentation or template
- Creating and saving custom font, color or overall themes

Creating and Editing Slide Masters and Layouts

- Editing the slide master and layouts in the Slide Master view
- Changing slide master or layout backgrounds
- Adding footers, dates, slide numbers and logos on the slide master or layouts
- Creating custom slide layouts in the Slide Master view
- Preserving the slide master
- Importing masters from other presentations or templates

Inserting and Formatting Images

- Inserting and resizing images
- Nudging images using keyboard shortcuts
- Cropping images and controlling image placement
- Changing picture brightness and contrast
- Applying a different color to a picture

- Applying special effects
- Removing backgrounds from images in different ways
- Making an image transparent
- Reducing file size by compressing images

Creating Shapes, SmartArt and WordArt

- Drawing, resizing and formatting shapes in PowerPoint
- Duplicating shapes using shortcuts
- Using shortcuts to copy formatting to one or more shapes
- Inserting SmartArt to create cycle diagrams, Venn diagrams and organization charts
- Formatting SmartArt objects
- Creating different text effects with WordArt
- BONUS EXTRAS: Applying a spotlight and other tricks to focus on part of an image or slide area by combining drawing objects and animations

Displaying Information in Tables

- Inserting and formatting tables
- Inserting and deleting rows and columns
- Applying table styles and other formatting
- Importing Excel worksheets into a slide as a table or an object

Visualizing Data using Charts

- Inserting a chart on a PowerPoint slide
- Changing the chart type
- Editing a chart's datasheet and returning to PowerPoint
- Applying different formats to chart elements
- Using tips and tricks when working with charts
- Creating a chart template

Animating Text, Pictures, Shapes, SmartArt and Charts

- Adding entrance, exit and emphasis animation effects to text, pictures and shapes
- Adding motion path animations
- Setting effect options

- Animating multiple objects and adding multiple animations
- Removing animations
- Animating charts and strategies for chart animation issues
- BONUS EXTRA: Quickly copying animations from one object to another

Inserting, Formatting and Managing Audio and Video

- Inserting video and sound into presentations
- Controlling playback settings of video and audio
- Embedding vs linking videos and audio
- Trimming video and audio files
- Changing the brightness, contrast and color of videos
- Selecting a starting frame for a video
- Adding and removing bookmarks in video and audio objects
- Playing videos and sounds from a bookmarked location
- BONUS EXTRA: Inserting text to appear at specific times over videos during a slide show

Automating Navigation with Hyperlinks

- Creating interactivity using hyperlinks
- Navigating using different types of hyperlinks
- Linking to other slides, presentations, web sites or other files such as an Excel worksheet
- Editing and formatting hyperlinks
- Adding hyperlinks on masters and layouts
- Creating a main menu slide with hyperlinks

Importing Slides and Content

- Importing slides from other PowerPoint presentations in different ways
- Benefits of reusing vs copying slides
- Importing an outline from Microsoft Word and creating presentations automatically
- Dealing with formatting issues when importing from Microsoft Word

Running Slide Shows Efficiently

- Running slide shows and using tips and tricks to control the show
- Jumping to a specific slide during a slide show

- Applying transition effects that appear during a slide show
- Controlling timing

Running Custom Shows

- Creating different custom shows for multiple audiences
- Running a custom show using different strategies
- Updating shows