

Microsoft PowerPoint 2010 Advanced

Course length

1 day

Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes the delegate has completed Microsoft PowerPoint Introduction or has equivalent knowledge. The recommended maximum is 8 delegates.

What will I learn?

On completion of the course delegates will be able to:

- Identify the importance of planning a presentation
- Use the drawing tools to create and manipulate a range of drawings in your presentations
- Use themes to enhance your presentations
- Manage and manipulate slides within a presentation and between presentations
- Print your presentations in a variety of different formats
- Run a slide show with or without animation or transition effects
- Use SmartArt graphics to communicate important information in your presentations
- Create and manipulate organisation charts using SmartArt
- Copy and link information from other data sources, such as word and excel
- Insert and manipulate pictures
- Add, manage and use a range of clip art files
- Enhance drawings and pictures using a range of effects
- Enhance your slide shows using hyperlinks, action buttons, movie clips and sounds
- Properly prepare presentations for distribution
- Publish your presentations so that they can be shared with others
- Set up an on-screen presentation for speaker-led or self-running slide shows

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

Course contents

Design considerations

- Planning a presentation
- The environment
- The audience
- Style guidelines
- Design and layout

Slide masters

- The slide master view
- Changing the slide master
- Slide layouts
- Changing slide layouts
- Inserting slide layouts and placeholders
- Multiple slide masters and master layouts
- Inserting a new slide master
- The handout master and notes master
- Saving a new presentation template
- Using a presentation template

Drawing objects

- Drawing tools
- Drawing shapes
- Selecting objects
- Moving or copying objects
- Deleting objects
- Arranging objects
- Grouping objects
- Formatting objects
- Resizing objects
- Layering objects and changing their order

Themes

- Applying a new theme to a presentation
- Theme colours
- Theme fonts
- Theme effects
- Working with backgrounds
- Changing the page setup

Slide management

- Using the slide sorter view
- Adding slides from other PowerPoint files
- Adding notes to your slides
- Greyscale and colour settings

Printing

- Preview options
- Previewing and printing slides
- Printing
- Printing handouts
- Printing for overhead transparencies

Running a slide show

- Running a simple slide show
- Setting slide transitions
- Animation
- Custom text animation
- Using custom animation
- Custom animation contents
- Using emphasis custom animation
- Advancing slides
- Setting up slide shows

Custom slide shows

- Creating a custom slide show
- Editing a custom slide show
- Running a custom slide show

Working with SmartArt

- Understanding SmartArt
- Inserting SmartArt
- The SmartArt text pane
- Changing the SmartArt style
- Changing the colour of SmartArt styles
- Changing the SmartArt layout
- Adding a new shape to a SmartArt graphic
- The SmartArt tools format tab
- Resizing and moving SmartArt

SmartArt - organisation charts

- Hierarchy layout options
- Creating an organisation chart - summary
- Overview of organisation chart design tools
- Overview of organisation chart format tools
- Creating a new organisation chart
- Enhancing an organisation chart
- Manipulating subordinates and peers

Using other data sources

- Paste options
- Pasting and linking to a Word table
- Working with linked objects
- Using Excel data in a presentation
- Creating a hyperlink to a Word document

Working with pictures

- Pictures overview
- Using a picture placeholder
- Using the insert tab to insert a picture
- Inserting a picture from the clip art pane
- The selection and visibility pane
- Using the selection and visibility pane
- The format picture tab
- Recolouring a picture
- Changing the picture style
- Rotating, flipping and cropping a picture
- Resizing a picture

Clip Art

- The clip art pane
- Searching in the clip art pane
- Microsoft clip organizer
- Adding a photo to the clip organizer
- Working with clip keywords
- Managing clips
- Adding online clips to the organizer

Using effects

- How to use effects
- Setting a transparent colour
- Applying 3-D effects to objects
- Applying shadow effects to objects
- Fill effects
- Applying colour fill effects

Automating slide shows

- Understanding hyperlinks
- Creating a hyperlink
- Creating a link to an external file
- Understanding action buttons
- Creating action buttons
- Adding an action to an existing object
- Using action buttons during a slide show
- Working with movie clips
- Working with sounds
- Adding sounds to your presentation
- Adding a movie clip to your presentation

Preparing for distribution

- The prepare menu and document properties
- Inspecting a presentation
- Encrypting presentations
- Using digital signatures
- Restrict permissions
- Using mark as final
- Running the compatibility checker




Publishing presentations

- Package for CD
- Publishing slides to a slide library
- Creating handouts for use in word
- Sharing presentations with others
- Sending presentations
- How to publish a presentation to the web
- Publishing a presentation to the web

Setting up slide shows

- Understanding set up slide show options
- Rehearse timings
- Using timings
- Understanding narration
- Narrating before running a slide show

How do I book?

-  Call us now on 020 8658 6994
-  Email us at admin@alphatraining.com
-  Download our public course schedule