

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: For those that already use PowerPoint, this one day course, builds in some advanced animation, movies and sounds to define a stimulating presentation. Create your own templates and themes to keep a consistent look. Export information and create a presentation with timings and loop to run in a reception environment.

Course Objectives

- **Create a PowerPoint template**
- **Create a PowerPoint theme**
- **Use Masters - Slide master, Title master, Additional master and Notes master**
- **Apply custom animation**
- **Create custom shows**
- **Insert Audio and Video**
- **Hide slides and use the Selection Pane**
- **Create action buttons and work with hyperlinks**
- **Import Word outlines**
- **Reuse slides from other presentations**
- **Link an Excel object**
- **Create and animate SmartArt and PowerPoint charts**
- **Set up a PowerPoint show**
- **Rehearse and use slide timings**
- **Export the presentation to different formats eg: video, show, PDF, broadcast**
- **Discuss presentation techniques**

Explanation / Example

Like a pattern or blueprint you can create and use for new presentations.

A set of design elements, including backgrounds, colours and fonts

Masters: allow you to set consistent elements in a presentation

Animation – set objects to animate on entrance, exit and emphasis and follow paths

Create one big presentation and break into smaller custom presentations

Add sounds or movies you've recorded or from the web

Turn specific slides off when running a presentation

Add icons that perform an action: eg: go to a website and create links to other things

Import information from Microsoft Word

Import slides uses in another presentation

Link from Excel – if information changes in Excel, automatically updates in PowerPoint

Create diagrams and charts that appear part by part when running the presentation

Save a show which means when opened, the presentation will run only

Run and save the timings and set the presentation to run on its own!

Export the presentation. To video, broadcast etc.