



**African Helix
Training**

In Pursuit of Excellence and Beyond...



Microsoft®
PowerPoint
Part 2: Advanced

Course Content

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Overview

In this one-day intensive session, we'll dive deep into advanced techniques and features that will elevate your presentations from good to great. This course is designed for professionals who are already familiar with basic PowerPoint functions and are looking to harness advanced tools to create compelling, dynamic presentations.



Course Prerequisites

This course is designed for individuals who have a basic understanding of MS PowerPoint and are looking to advance their skills in presentation formatting, content creation, and customisation.



Target Audience

This course is intended to help all Basic PowerPoint users get up to speed with Presentations.



Course Outline

Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.



Duration

In Class/Virtual Class: 1 Day
(08:30 – 15:30)



Delivery Methods

- On-Site
- At designated location
- Virtual Live



What You Get

- Certificate of Completion



Outcomes and Objectives

- Design complex and interactive slide layouts using advanced formatting tools.
- Incorporate multimedia elements such as audio, video, and interactive objects effectively.
- Utilize advanced animation and transition features to enhance the flow and engagement of presentations.
- Create custom templates and themes.



Lesson 1: Modifying the PowerPoint Environment

- Topic A: Customise the User Interface
- Topic B: Set PowerPoint Options

Lesson 2: Customising Design Templates

- Topic A: Create and Manage Sections
- Topic B: Modify Slide Masters and Slide Layouts
- Topic C: Add Headers and Footers
- Topic D: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

- Topic A: Create SmartArt
- Topic B: Modify SmartArt

Lesson 4: Working with Media and Animations

- Topic A: Add Audio to a Presentation
- Topic B: Add Video to a Presentation
- Topic C: Customise Animations and Transitions

Lesson 5: Collaborating on a Presentation

- Topic A: Add Comments to a Presentation
- Topic B: Review a Presentation
- Topic C: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

- Topic A: Annotate a Presentation
- Topic B: Set Up a Slide Show
- Topic C: Create a Custom Slide Show
- Topic D: Add Hyperlinks and Action Buttons
- Topic E: Record a Presentation



For More Details and to Register, Please Contact

Course Coordinator

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