ENVISAGE TRAINING

Microsoft PowerPoint (Intermediate)

2016

Topics Covered:

Themes
Understanding Themes
Applying a Theme
Changing the Theme Colours
Creating Custom Theme Colours
Changing the Theme Fonts
Changing the Slide Background
Saving a Customised Theme
Using a Customised Theme
Deleting a Customised Theme

Slide Masters
Understanding Slide Masters
Viewing the Slide Master
Changing the Master Font
Modifying Bullets
Inserting an Image
Applying Slide Transitions to the Slide Master
Inserting Slide Numbers
Creating Custom Slide Layouts
Modifying Slide Layouts

Templates
Understanding Templates
Setting a Custom Templates Location
Using an Existing Template
Creating a Template From a Template
Saving a Custom Template
Creating a Template From a Theme
Modifying a Template
Using a Custom Template

Tables
Inserting a Table Using the Ribbon
Inserting Rows and Columns
Applying a Table Style
Merging and Splitting Cells
Adjusting Column Widths
Adjusting Row Heights
Resizing and Positioning a Table
Formatting Table Data
Aligning Table Data
Applying Borders
Applying Shading

Charts
Understanding Charts
Inserting a Chart Using the Ribbon
Changing the Chart Type
Chart Elements
Using Quick Layouts
Understanding Chart Buttons
Changing the Layout of Chart Elements

Applying a Chart Style
Understanding the Chart Format Panes
Formatting Chart Elements
Editing a Data Series
Hiding Data Series
Working With Pie Charts

Images
Understanding Pictures
Understanding Online Pictures
Working With PowerPoint Designer
Inserting a Picture From File
Inserting an Online Picture
Resizing an Image
Positioning an Image
Rotating and Flipping Images
Inserting a Screenshot
Inserting a Screen Clip
Creating a Photo Album

Enhancing Images
Understanding Picture Enhancements
The Format Picture Pane
Removing an Image Background
Applying Colour Corrections
Recolouring an Image
Applying a Picture Style
Applying Picture Effects
Applying Artistic Effects
Cropping an Image

Media and Action Buttons
Understanding Media in PowerPoint
Inserting an Online Video
Inserting an Audio Clip
Formatting Media Clips
Editing Audio Clips
Optimising and Compressing Media
Understanding Action Buttons
Inserting Action Buttons

Animations and Transitions
Understanding Animation
Animating Text
Animating Objects
Applying Multiple Effects
Applying Motion Paths
The Animation Pane
Setting the Timing
Animating SmartArt Graphics
Using Slide Transitions

Setting Up the Show
About Self Running Presentations
Recording a Slide Show
Setting Up a Self Running Presentation
Rehearsing Timings
Setting Up a Speaker-Led Show
Creating a Custom Show
Understanding Presenter View
Using Presenter View

Saving and Sharing Presentations
Packaging Presentations for CD
Saving a Presentation as a PDF Document
Saving a Presentation as a Video
Sending a Presentation via Email
Presenting a Slide Show Online
Saving to a Storage Device

Working Collaboratively
Co-Authoring Documents
Saving to OneDrive
Sharing Presentations
Opening Shared Presentations

Course Details:

Envisage Training:
- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

Delivery Modes:
- On-Site
- Customised Courses

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Duration:

1 Full Day

Who should attend:

This workshop is designed for participants who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

Course Pre-requisites:

This workshop assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- ➢ Microsoft Excel Intermediate
- ➢ Microsoft Word Advanced
- ➢ Microsoft Office