



4D Group

PowerPoint Advanced

Who would benefit?

This course is for those with a good working knowledge of, and need to make the most of, all the more advanced facilities to enhance their presentations.

Objective

To give participants practical use of the advanced features in PowerPoint allowing participants to make efficient use of the advanced topics.

Content

Discuss individual's needs.

Revision.

Enhance graphs and diagrams.

Import data from spreadsheet applications to create charts.

Enhance organisation charts.

Advanced drawing features:

- arranging, aligning, and setting object defaults

Speaker notes

Handouts and printing the outline.

Use the Pack and Go facility.

Create an interactive slideshow.

Work with Slide Master.

Customise presentation to company standard.

Create, edit and save templates.

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by PowerPoint Introduction