Microsoft
PowerPoint
Intermediate

Master PowerPoint to Create Engaging & Professional Presentations for Any Audience

Learn how to further customize PowerPoint to create more complex and impactful presentations. Unlock the tools you need to take your PowerPoints from basic to bold through mastering animations, seamless collaboration with colleagues, and dynamic slide shows that drive home your ideas.

This course will help you:

- Customize PowerPoint's user interface, templates, and masters to enhance your productivity
- Make visually appealing slides with SmartArt, maths equations, audio, video, animations, and transitions
- Collaborate with others on presenting information
- Set up slide shows, record presentations, and broadcast presentations for greater impact
- Secure and distribute presentations to provide information safely to intended audiences.

Who Should Attend

This course is for business professionals who want to learn how to keep meetings, trainings, and pitches engaging by building customized slides designed to connect with any audience.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Microsoft PowerPoint – Foundation
- Data Visualisation with Excel and PowerPoint

Priority Management Training
Email: Info@PriorityManagementTraining.ie
Tel: +353 (0)1 584 6376
Web: www.prioritymanagementtraining.ie

Synopsis:

Microsoft Office PowerPoint - Intermediate

Upon completing this course, you will be able to customize the PowerPoint application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint Options

Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

Adding SmartArt and Math Equations to a Presentation

- Create SmartArt
- Modify SmartArt
- Write Math Equations

Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

Collaborating on a Presentation

- Review a Presentation
- Store and Share Presentations on the Web

Customizing a Slide Show

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

Securing and Distributing a Presentation

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

Priority Management Training
Email: Info@PriorityManagementTraining.ie
Tel: +353 (0)1 584 6376
Web: www.prioritymanagementtraining.ie