

## Microsoft Powerpoint Advanced

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All versions

### Description

In this course you will learn how to enhance your presentations visually with features such as charts, diagrams, pictures and multimedia; how to customise PowerPoint and integrate Ms Office files; how to create action buttons, hyperlinks and custom slide shows; how to animate the presentation using custom animation; distribute the presentation

### Duration

1 day online/onsite

### Unit Standards

SAQA US #117923: Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief. NQF level 2. Five credits.

### Prerequisites

You must have:

- Attended an introductory Windows course.
- Attended a beginner's course or used PowerPoint on your own for some time.

### Course content

#### Module 1: Slide Masters

- Work with Slide Masters
- Modify a slide master
- Notes master
- Hand-out master
- Save custom design templates

#### Module 2: Charts

- Create a chart
- Switch rows and columns
- Edit a chart
- Format a chart and chart elements
- Change the chart type
- Create a combination chart
- Chart design layouts and styles
- Set chart layout options
- Create a default template

#### Module 3: Smart Art

- What is SmartArt?
- Insert SmartArt graphics
- Work with the SmartArt text pane
- Format SmartArt
- Use pictures with SmartArt

#### Module 4: Integrate Ms Office into PowerPoint

- Copy and link an Excel chart or data to a PowerPoint slide
- Use a Word outline to create a presentation

#### Module 5: Graphics enhancements

- Work with Shapes
- Use the drawing tools
- Snap to grid
- Group and ungroup objects
- Copy object formatting
- Add connector lines
- Align objects

### **Module 6: Using Animations and Transition Effects**

- Animations effects and transitions
- Work in the Slide Sorter View
- Transition Effects
- Apply Custom Animation
- Work with effect options
- Create Hyperlinks
- Add Action Buttons

### **Module 7: Slide Show Setup**

- Rehearse a presentation
- Record timings
- Create a custom show
- Set up a slide show to repeat automatically

### **Module 8: Multimedia**

- Insert Media Clips
- Insert a sound clip
- Format multimedia
- Insert videos from a web site

### **Module 9: Distribute a presentation**

- Broadcast a presentation
- Convert a presentation to a video
- Package a presentation
- Publish a presentation to other file formats
- Protect a presentation