

Course Name

PowerPoint – Animation Effects

Course Duration

2 Hours

Course Objectives

Sometimes a presentation can be brought to life by using a few well chosen animations and/or transitions.

This course looks at the options available and, as well as seeing how to use them, we will also discuss how often they should be used. Death by PowerPoint is a terrible experience, and you don't really want to inflict it on your audience.

Course Content

• Object Animation

- Bullet points
- Charts
- Organisation Charts
- Pictures
- Using Triggers
- Change the animation effects
- Change the order of your animations

• Slide Transition

- Apply a transition to a slide
- Apply to all slides
- Change the transition effects

Continued overleaf

Prerequisites

This course does assume that you already create basic presentations in PowerPoint.

What's next?

The next step after completing this mini course is to move on with some of the other PowerPoint short courses. Or, if this is enough for you for now, why not look at combining this short course with some Word or Excel mini sessions?

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**