

Course Name

Microsoft PowerPoint Advanced

Course Duration

One Day

Course Objectives

This course has been designed for existing users who wish to develop sophisticated presentations using Microsoft PowerPoint. This course is 100% hands-on, with practical exercises to practice the new skills as you learn them.

Course Content

- **Additional Formatting and Editing Techniques**
 - Find and Replace
 - Using Tab Stops
 - Paragraph Indentation
- **Sharing Data with Other Applications**
 - Object Linking and Embedding (OLE)
- **Creating Customised Templates**
 - Slide and Title Master
 - Slide Colour Scheme
 - Slide Background Colour
- **Additional Slide Show Techniques**
 - Slide transition (timings & other features)
 - Advanced Build effects
 - Hiding slides
 - Moving within a Presentation
 - Inserting Slides from another Presentation
 - Custom Shows
- **Using PowerPoint Internet Features**
 - Linking to a Web Page

Prerequisites

Microsoft PowerPoint Introduction , or equivalent level of knowledge.

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**