



Microsoft PowerPoint Level 2

General Description

This course covers advanced aspects of Microsoft PowerPoint including working with transition, animation and advanced media features to create sophisticated presentations. Delegates should already have a good understanding of creating and editing PowerPoint presentations.

Course Outline

At the end of the course delegates will be able to build and enhance presentations using animation, transition effects, images, organisational charts and master slides. This course is available for Microsoft Office 2003, 2007 and 2010.

Course Content

- Understanding the Version Interface
- Create a Master Slide
- Slide Transition Effects
- Using Build Effects
- Find and Replace Text
- Header and Footer
- Changing Orientation and Slide Size
- Moving and Copying Slides
- Inserting Slides from Another Presentation
- Timing Slides
- Rehearsing Slide Show Timings
- Save the Slide Show Timings
- Run the Slide Show using the Saved Timings
- Inserting Text Boxes
- Drawing Lines and Arrows
- Changing Line Styles
- Creating PowerPoint Tables
- Adding 3D Effects
- Insert Diagrams, ClipArt and Pictures
- Importing and Formatting Images
- Rotating and Flipping Objects
- Create Organisational Charts
- Create a Flowchart
- Slide, Handouts and Notes Masters
- Editing Slide Masters
- Editing Placeholders on Slide Masters
- Adding Images to Slide Masters
- Creating PowerPoint Templates
- Merging Presentations

Training Needs Assessment

Not sure which level you are?
Complete a Free Training Needs Assessment and we will advise you on which level to study.

Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

Investment

Open Courses

£135+VAT per person per day

Closed Courses at Lutterworth

Starting from £525 +VAT for up to 8 delegates

Courses at your Site

Starting from £525 + VAT for up to 6 delegates. Laptops available