PowerPoint Presentations with Impact - Bite Sized

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Presentation Basics Revision
- Working with Objects
- Creating, Editing & Deleting Slides
- Manipulating Slide Layouts

Modifying Master Slides
- Applying & Customising Themes
- Slide Masters & Master Layouts

Multimedia Content
- Running Videos & Playing Audio
- Customising Media Settings

Automating Presentations
- Incorporating Hyperlinks
- Creating Action Buttons
- Slide Transition Effects
- Animating Objects

Organising Slides
- Working with Slide Sorter View
- Moving, Copying & Deleting Slides
- Showing & Hiding Slides

Slide Shows
- Setting Up a Slide Show
- Rehearsing Presentations
- Custom Slide Timings
- Tips & Tricks for Running Slide Shows

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:
Those who are already working with PowerPoint and need to create effective, impressive, professional presentations and automate slide shows.

Learning Outcomes:
By the end of the session delegates will be able to produce dynamic presentations, using multimedia, hyperlinks and sophisticated animation and transition effects. They will be able to format presentations efficiently using themes and masters.

Prerequisite Skills:
Delegates attending this course should be able to create simple presentations using a range of slide layouts, be able to add, edit and delete text, apply formats to text and manipulate objects.