Microsoft **PowerPoint**
Level 2

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who can already create a presentation but wants to learn more about the advanced features in Microsoft PowerPoint.

Aims & Objectives

- You will learn how to create and set up masters to work more effectively. You will learn how to add audio and video to a presentation, create and edit hyperlinks and publish the presentation using other file formats.

Pre-Requisites

- Before starting this course, it is recommended that you take the Microsoft Office PowerPoint Level 2 course.

About this Course

Introduction & Workshop Objectives

Lesson One – Customising the PowerPoint Environment
- Customise the PowerPoint Interface
- Set Options for Working with PowerPoint

Lesson Two – Customising a Design Template
- Set up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

Lesson Three – Adding SmartArt Graphics to a Presentation
- Insert SmartArt Graphics
- Modify SmartArt Graphics

Lesson Four – Adding Special Effects to a Presentation
- Add Audio to a Presentation
- Add Video to a Presentation
- Customise Slide Component Animations

Lesson Five – Customising a Slide Show
- Create a Custom Slide Show
- Annotate a Presentation
- Add Hyperlinks and Action Buttons
- Record a Presentation
- Set Up a Slide Show to Repeat Automatically

Lesson Six – Collaborating on a Presentation
- Review a Presentation

Lesson Seven – Securing and Distributing a Presentation
- Convert a Presentation into a Video
- Package a Presentation
- Publish a Presentation to other File Formats
- Secure a Presentation

For more information or to book please call **020 7256 6668** or email **enquiries@gbclearning.co.uk**

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