

# THE IN-HOUSE TRAINING COMPANY

## PowerPoint – intermediate

### Overview

This one-day workshop is designed to enhance your PowerPoint skills to achieve dynamic presentations that work with you, making it easier to deliver a polished, professional presentation. You will learn advanced PowerPoint skills that will save you time and elevate your presentations.

### Learning objectives

This course will help participants:

- Create custom shows to personalise presentations for individual clients
- Make the Slide Master work collectively with slide layouts and themes
- Seamlessly interact with external content using links
- Work with advanced animations and transitions, and video/audio tools

### Prerequisites

- Participants need to be familiar with the PowerPoint environment and will have created basic presentations before attending this course.
- Designed for Office 365 versions: 2016, 2013 and 2010

### Course format

A very practical, interactive one-day session for a maximum group size of 12. Comprehensive materials provided.

### Expert trainer

The course is led by our expert trainer, **Mike Linton**, who has over 25 years' experience in delivering software training to different cohorts of learners from a variety of organisations. With an easy-going nature and using a variety of learning methods, Mike aims to create a fun and interactive learning environment.

## Workshop outline

### 1 Themes and Masters

- Add a Design theme to a presentation
- Make changes to the Slide Master
- Delete layouts from the slide master
- Saving a slide master with themes as a template

### 2 Advanced graphics and diagrams

- Drawing, duplicating and resizing shapes
- Grouping, aligning and stacking shapes and graphics
- Using SmartArt for diagrams and organisation charts

### 3 Graphs and charts

- Inserting and formatting a chart
- Linking an Excel chart to a slide
- Linking Excel tables to a slide
- Animating charts

### 4 Video, Custom animation and Hyperlinks

- Adding and editing video
- Animating pictures and drawings
- Hyperlink to another Slide or Website
- Compressing and optimising media

### 5 Presenting

- Reuse slides
- Hide slides
- Rehearsing timings
- Enabling a presentation to run continuously

## Any questions?

Please just give us a call on **01582 463463** – we're here to help!

Or visit [www.theinhousetrainingcompany.com](http://www.theinhousetrainingcompany.com)