

Microsoft PowerPoint - Advanced

Building Custom Presentations

- Modifying templates
- Building custom templates
- Building custom slide masters
- Advanced slide master techniques

Using Multimedia in Presentations

- Advanced clip art and drawing techniques
- Enhancing images
- Adding movies and sound
- Using animations
- Using scanned images

Organisation Charts and Tables

- Organisation chart options
- Formatting and modifying tables

Advanced Presentation Techniques

- Adding special effects
- Working with slide show options
- Setting up review cycles

Presentation Delivery Options

- Working with shared workspaces
- Working with the package for CD feature
- Advanced delivery techniques

Microsoft Office Integration

- Working with Excel
- Working with Word

** Course content can be modified to suit your organisation*

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