

## MICROSOFT POWERPOINT INTERMEDIATE LEVEL COURSE

### Prerequisites:

Attendees should have attended or have knowledge equivalent to the Introductory Level course.

### Duration:

This course can be delivered as a full day course or as individual 3 hour modules

### Module 3 – Multimedia and working with the Slide Master

- Inserting Video & Sound
- Inserting a screen recording
- Working with the Slide Master
  - Adding images to slides
  - Customising the layouts of slides
  - Customising bullets and general formatting across all slides
- Creation of templates including headers and footers
- Using Themes, Variants and Design Ideas
- Formatting the Slide Background
- Adding sections in your presentation

### Module 4 – Advanced Presentation Tips

- Importing and linking data from other applications
- Inserting Slides from other presentations
- Publish handouts in Microsoft Word
- Using a Zoom to create summary slides
- Use of Hyperlinks
- Using Action buttons to navigate a slide show
- Creating Custom Shows
- Hiding and viewing hidden slides
- Rehearse timings
- Record Narration
- Advanced animation effects
  - Animating Charts
  - Animating Bulleted lists
  - Using the Animation Painter
- Adding Presentation Comments & @mentions
- Working with Onscreen speaker view
- Creating a PowerPoint Show File
- Creating a Photo Album