

PowerPoint – Advanced

½ Day [3hrs] Hands On Training Course

Designed for **current users** of PowerPoint this session reviews basic presentations and how to further enhance them with audio, video and pictures.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Review of Powerpoint basics
- Review of Slide Masters
- Formatting Text & Bullets
- Design Templates
- Hyperlinks
- Inserting Pictures
- Inserting Audio
- Inserting Video
- Advanced Drawing Tools & AutoShapes
- Tables
- Charts
- Keyboard short-cuts