

## **Microsoft PowerPoint 365 – Advanced**

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### **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. This session is based on the desktop version of Microsoft PowerPoint 365

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### **Requirements**

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

### **What You Will Cover:**

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