

Course Code MSPPL2
Duration 1 day

Overview

During this course you will explore the PowerPoint environment in order to further enhance the visual appeal of your presentations using Microsoft PowerPoint.

Audience

This course is designed for people who wish to create advanced presentations using Microsoft PowerPoint.

Learning Objectives

By actively participating in this course, delegates will be able to:

- ▶ Manipulate Slide Masters.
 - ▶ Save and use Templates.
 - ▶ Manipulate graphics within PowerPoint.
 - ▶ Enhance presentations using transitions and animations.
 - ▶ Create custom slide shows.
 - ▶ Insert and control videos.
 - ▶ Link and embed within PowerPoint.
 - ▶ Merge and export within PowerPoint.
 - ▶ Convert to a video and save as a pdf.
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Pre-Requisites

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- ▶ Microsoft PowerPoint Level 1.
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Course Contents

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| ▶ Slide Master Manipulation | ▶ Action Buttons |
| ▶ Templates | ▶ Linking and Embedding |
| ▶ Graphics | ▶ Hyperlinks |
| ▶ Transitions | ▶ Merging and Exporting |
| ▶ Custom Slide Shows | ▶ Converting to a Video |
| ▶ Video and Audio | ▶ Encrypting with a Password |
| ▶ Animations | |
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Further Information

For more information or to book this course, please contact our Course Enquiries Team on **01752 227330** (Option 2) or email us at enquiries@skilltec.co.uk.