



Microsoft PowerPoint Advanced

What you'll learn

- ✓ Managing PowerPoint Files
 - ★ Work with PowerPoint files using file optimisation and management tools
- ✓ Working with Pictures
 - ★ Import and edit images within your PowerPoint presentation
- ✓ Adding Multimedia to a Presentation
 - ★ Add and edit video and sound objects in your presentation
- ✓ Adding Tables Charts and Diagrams
 - ★ Use tables, charts and diagrams to display data in your presentation
- ✓ Setting up Slide Masters
 - ★ Create a set of slide masters, to maintain a consistent theme
- ✓ Reviewing Presentations
 - ★ Collaborate with colleagues, using revision and sharing tools
- ✓ Creating Advanced Types of Shows
 - ★ Use advanced tools and options to fine-tune your presentation

What does our PowerPoint Advanced course cover?

Look Professional as You Deliver Presentations

This course is for anyone who is able to create a basic presentation in PowerPoint, and wants to move to a level where their presentations will make a real impact on their audience.

When you are able to utilise what we teach you in the Advanced course, your presentations will move to a whole new level, enhancing your message - and your own professionalism.







Please note that the course assumes you have a full understanding of what's covered in the Introduction course.

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?

Course content for Microsoft PowerPoint Advanced

1		1 - Managing PowerPoint Files <ul style="list-style-type: none">» Using Windows Explorer within PowerPoint» File Management Tools» Using Presentation Tools: Optimisation and Compression» Using Presentation Tools: Inspection and Checking
2		2 - Working with Pictures <ul style="list-style-type: none">» Inserting Pictures» Editing Pictures» Manipulating Pictures» Formatting Pictures» Managing Pictures
3		3 - Adding Multimedia to a Presentation <ul style="list-style-type: none">» Inserting Video Files» Editing Video Files» Inserting Audio Files» Editing Audio Files
4		4 - Adding Tables Charts and Diagrams <ul style="list-style-type: none">» Inserting Tables» Editing Tables» Formatting Tables» Inserting Charts» Inserting SmartArt» Formatting SmartArt
5		5 - Setting up Slide Masters <ul style="list-style-type: none">» Creating a Slide Master» Using Placeholders» Using Slide Masters» Using Hand-out Masters» Using Notes Masters
6		6 - Reviewing Presentations <ul style="list-style-type: none">» Using Comments» Reviewing a Presentation

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7 - Creating Advanced Types of Shows

- » Setting up Your Show
- » Presenting Your Show
- » Creating a Custom Show
- » Advanced Presentation Techniques



This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

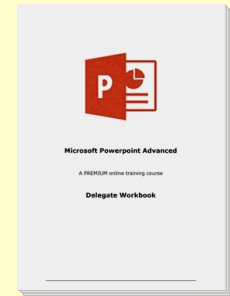
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft PowerPoint Advanced course

Supercharge Your Ability to Impress Your Audience

Our Advanced PowerPoint course gives you the skills and knowledge to take your presentations to the highest levels.

We show you how to utilise pictures and add multimedia, as well as using charts, tables and diagrams to create that WOW factor.

Then we show you how to set up, and customize, your presentation.

Microsoft PowerPoint is an incredibly powerful tool that use can use to make a real impact on your audience. So ask yourself: if you aren't able to use it to its fullest capacity, why are you holding back?

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

ZandaX – Change Your Life ... Today

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