

Microsoft PowerPoint 2013 Intermediate (Half Day)

Duration: 1/2 Day

Aim: This course is designed to provide attendees with a further understanding of managing PowerPoint presentations. This course will benefit anyone wishing to enhance their basic presentations for interactive shows, electronic and paper distribution as well as manage presentation branding.

Objectives: On completion of this course, attendees will be able to create templates, colour schemes and master slides to ensure consistency for company branding. Users will be able to finish presentations with sophisticated animation and transition effects as well as package slide shows for distribution.

Pre-requisites: Attendees should have attended the PowerPoint Foundation course or have equivalent knowledge.

Related Courses: PowerPoint Foundation

Content:

- **Presentation Design Tips**
- **Create Drawing Objects**
 - Draw and modify lines/shapes/text boxes
 - Apply 3D and shadow effects
- **Create Further Slide Layouts**
 - Create and modify graphs i.e. column, pie
 - Create and modify a table slide
 - Create and modify a SmartArt Diagram
- **Organisation Charts**
 - Create an Organisation Chart
 - Modify an Organisation Chart
- **Transitions and Animation**
 - Add slide transitions
 - Use and change pre-set animation
 - Use custom animations
 - Add sounds
- **Prepare for Distribution**
 - Add speaker notes
 - Add slide numbers
 - Proof slides
- **Print**
 - Print speaker notes and handouts
 - Print all or part of the presentation